



California State University, Los Angeles
Department of Public Safety

NUMBER: IV-29 APPROVED: _____
Larry Bohannon, Chief of Police

EFFECTIVE: May 2, 2012

SUPERSEDES: 2/23/2010 Reviewed/Revised: December 16, 2022

SUBJECT: **Temporary Detention Facility**

I. PURPOSE:

The purpose of this directive is to provide a general guideline for the operation and use of the department's temporary detention facility.

II. POLICY:

The loss of freedom that follows a physical arrest places a responsibility on this department and its employees to provide for the safety and welfare of persons placed into custody.

III. DEFINITIONS:

- A. Custody. Legal or physical control of a person in an area or facility or while in transit; legal, supervisory, or physical responsibility for a person.
- B. Physical Arrest. Any enforcement action that consists of taking persons into custody for the purpose of holding or detaining them to answer a charge of law violation before the court.
- C. Prisoner. A person who has been arrested and taken into custody.
- D. Processing. Includes pre-booking activities involving detainees in custody, after which detainees may be released from custody by one of several means or be escorted to a holding facility – at which time they would be booked.
- E. Temporary Detention Area. A room, space, or area for the processing, questioning or testing of detainees subject to the continuous control or supervision of agency personnel in the same room, space, or area. The time period for which a detainee may be held under these circumstances may not exceed two hours. The words "Temporary Detention Facility" shall be interchangeable with "Temporary Holding Facility."

IV. PROCEDURES:

- A. People arrested and transported to the University Police temporary detention facility may be held for the purpose of processing, questioning, or testing for a period not to exceed two hours. An arrestee shall be physically

monitored by agency personnel continually while they are in the temporary holding facility.

- B. The only area designated as this agency's temporary holding facility, authorized for use in detainee processing, testing, and temporary detention, is the Processing Room (building room 6, with 6A & 6B included).
- C. Supervision and Accountability of Temporary Detainees.
 - 1. The officer must confirm that:
 - a. dispatch is prepared and is receiving the visual and audio monitoring of the temporary holding area before placing a detainee in the facility; and
 - b. the room is clean and free from any trash, debris, or unauthorized items.
 - 2. The audio and visual monitoring devices will only be activated when the area is in use.
 - 3. The Watch Commander will be notified any time an arrestee is placed into the temporary holding area.
 - 4. The supervision and accountability for the arrested person shall be that of the officer placing the person into the temporary holding area, unless relieved of this responsibility by the Watch Commander. This includes searching, securing, processing, and physically monitoring the arrestee.
 - 5. A written report will be completed any time a detainee is placed in the processing facility documenting the reason, and date and time in and out of the facility. (Note: no meals or food will be provided to any detainee while being processed or in the department's custody.)
- D. Authorization for Use of Temporary Holding Area.
 - 1. When transporting a detainee to the station for placement in the temporary holding area an officer must notify the dispatcher and the Watch Commander.
 - 2. The Watch Commander must ensure that there are no special considerations that would require the detainee to be directly transported to another facility. These include escape risk, physical injury, disability, violent tendencies, or other arrested individuals already occupying the area.
 - 3. The Watch Commander may deny the use of the facility if in their judgment it is not proper and safe to do so.
 - 4. When bringing a detainee to the facility, the officer will transport the individual to the outside entrance and limit their exposure to the general population.

- E. Detainees are not to be secured to fixed or immovable objects as a temporary restraint.

- F. The separation of males, females, and juveniles.
 - 1. Confirm classification of the detainee to ensure segregation, if required, per PC 4001.
 - 2. Female detainees are not to be confined with males.
 - 3. Juvenile detainees are not to be confined with adults. This includes the adjoining cell and the immediate temporary holding area.

- G. Minimum physical conditions for the temporary holding area.
 - 1. The air conditioner/heat pump shall be activated anytime there is a detainee in the facility.
 - 2. The hallway door and the exterior door shall remain closed and the area isolated from other department personnel.
 - 3. Drinking water and use of the restroom facilities are accessible to the detainee/s in each of the holding areas within the temporary holding facility.

- H. Plan for fire prevention, fire evacuation, and fire suppression.
 - 1. Fire prevention and suppression:
 - a. When detainees are searched, all matches and lighters will be removed from their person.
 - b. No smoking is allowed in the facility.
 - c. No flammable objects not authorized for the facility shall be introduced or allowed.
 - d. Should a fire occur, a fire extinguisher is located in the facility and will be utilized.
 - e. The dispatcher will make notification to the fire department, if required, and to the Watch Commander.
 - f. The incident will be documented within a supplemental report and the arresting officer shall summarize the incident in a written memorandum to the Chief of Police.

 - 2. Fire Evacuation:
 - a. Detainees will be immediately evacuated from the facility in the event of a fire in the building, an earthquake, or any situation which makes remaining in the building unsafe.
 - b. Detainees who are evacuated will be removed from the building through the closest exit door and handcuffed.
 - c. If the detainee can not be released, they will be secured in the rear of a caged police vehicle and monitored continuously by an assigned officer until transport can be arranged to another facility.

- I. Security concerns and measures.
 1. Weapons control.
 - a. Officers shall secure their weapons in the gun lockers located at the entrance of the holding tanks area prior to entering the holding tank area with a detainee.
 - b. The transporting officer may also use the gun locker located in the trunk of the transport vehicle to secure his/her weapon prior to entering the police facility with an arrestee.
 - c. Officers entering the facility from the hallway shall secure their weapons in the gun lockers available in the hallway area.
 2. Panic/duress alarm.
 - a. The panic alarm is installed in the temporary holding area for use when an emergency occurs. An emergency can be an officer needs assistance or other circumstances in which immediate help is required.
 - b. The panic alarm is monitored continually by the dispatcher, who will make notification to the Watch Commander immediately.
 - c. This alarm is not audible to the people within the holding area.
 3. Access to area and prisoner.
 - a. Once a detainee is placed in the temporary holding facility no personnel except those involved in the arrest shall enter the area.
 - b. The Watch Commander may assign personnel to assist in the processing and monitoring of the arrestee.
 - c. The arrestee may not receive visitors, however, attorneys, parents, guardians or relatives may be allowed entry for a specific purpose, if approved by the Watch Commander.
 4. Escape prevention.
 - a. Officers will ensure that the external doors are secure before unhandcuffing detainees or moving them from the area.
 - b. It is recommended that two officers be present when a detainee is being searched, being placed into the holding area, or being removed.
 - c. The visual and audio monitoring must be activated before a detainee is placed in the facility.
 5. Search of detainee.
 - a. A pat down search of the detainee will be conducted prior to placement into the facility and anytime a subject is removed and then returned to the area.
 - b. Incidental to a lawful arrest, detainees will be thoroughly searched and all their property will be removed from them, inventoried, and properly secured.

- c. Confiscated evidence/property will be placed in the evidence lockers and properly documented.
6. Security inspection: Before placing a detainee in the facility, the officer will conduct a security inspection of the entire area, checking for weapons, contraband, and unauthorized materials/items.
7. Visual observation of detainee at least every 30 minutes.
 - a. As a normal practice, agency personnel shall physically monitor an arrestee continually while they are in the temporary holding facility.
 - b. At the minimum, visual observation of an arrestee shall occur at least every 30 minutes.
 - c. Visual and audio monitoring of the temporary holding area shall be activated before placing a detainee in the facility.

J. Inspections

1. The holding facility will be inspected by the Watch Commander on a regular basis, at least once per week. Any deficiencies shall be reported immediately to the Lieutenant via an email communication.
2. An administrative review/staff inspection will be conducted of the temporary holding facility by the Chief of Police, or his/her designee, at least annually. This inspection will include a review of the written directive governing procedures and processes related to the facility.

K. Training.

1. Documented training on the use of the temporary holding area is required for all department personnel with any responsibility for detainees in temporary custody. Retraining of personnel shall occur at least once every three years.
2. Personnel charged with monitoring temporarily detained individuals in the facility shall be provided initial training on the use of the Processing Room (temporary detention facility) prior to being authorized to use the facility.

V. APPENDICES: None.