

Burleson Police Department

Administrative Policy and Procedures

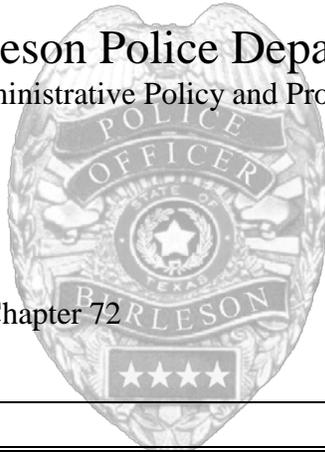
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ISSUING AUTHORITY: _____

Rules, regulations, policies or procedures found in this manual are in compliance with Chapter 72 of the Commission on Accreditation for Law Enforcement Agencies, Inc., and are in full force and effect when issued.

I. MANAGEMENT

The Operations Bureau Captain is responsible for the operation of the facility. The Operations Bureau Captain may designate any number of persons to assist them in managing the operation. In the absence of the Operations Bureau Captain, the Deputy Chief is responsible and may designate personnel to assist in proper management of the operation.

All personnel are responsible for reporting any deficiencies in operation, management or the physical plant to their immediate supervisor.

The Operations Bureau Captain or their designee shall insure that all department members receive training on the operation of the facility.

II. Minimum Training Requirements (Sworn Personnel)

- A. Holding Facility Operations Manual
- B. Use of Force
- C. Use of O.C. Spray
- D. Use of "Search Alert" electronic detection
- E. Access of Non-Essential persons
- F. Location and application of padded restraints
- G. Safe and proper booking procedures
- H. Location and use of fire equipment/evacuation procedures
- I. Proper methods of conducting physical searches
- J. Firearms safety and security
- K. Detainee population control
- L. Feeding of prisoners
- M. Basic First Aid and dispensing medication
- N. Segregation of detainees
- O. Training / retraining information by Holding Facility Sergeant is placed in pass on book and reviewed at roll call as needed or at least every three years

III. Minimum Training Requirements (Non-Sworn Personnel)

- A. Orientation (non-communications personnel)
 - 1. Location
 - 2. Operation
 - 3. Access

- B. Orientation (communications personnel)
 - 1. Location
 - 2. Operation
 - 3. Access
 - 4. Support assistance to provide when requested
 - 5. Audio/Visual monitoring
 - 6. Safeguarding prisoner property
 - 7. Role in case of fires or other emergencies

- C. Training / retraining by memo from Holding Facility Sergeant and reviewed as issues arise or at least every three years.

IV. Physical Plant Requirements (minimum conditions)

Detainees will be provided the following conditions:

- 1. Lighting of at least 20 foot candles (150 watt bulb minimum in each cell)
- 2. Circulation of fresh or purified air as approved by City Health Officials.
- 3. Access to a toilet, wash basin, shower and drinking water; and
- 4. *A bed and bedding for each detainee held over eight (8) hours.

***Exception** -- If a detainee has been deemed suicidal, they will not be issued any materials that could be used to harm them. These detainees will not be left unmonitored and will be transported as soon as possible to a medical or correctional facility, equipped to properly house such persons.

V. Access to the Holding Facility

Definitions:

Essential Personnel - Designated staff and detainees.

Nonessential Personnel - All other persons are considered nonessential.

Detainee rights to privacy must not be violated by the presence of nonessential personnel.

Essential personnel are those sworn or non-sworn members of the department, who by prior designation or "immediate need" conditions are authorized. All nonessential persons will be granted access only in the following cases:

- A. Visitors - Under normal circumstances, visitors are not allowed in the cell area. Visitations are authorized only by the on-duty supervisor, based on time, manpower considerations. Visitations are restricted to immediate family members, clergy and detainee's legal counsel, and will take place in an area other than the cell area (generally, the interview room or booking area).

Only one visitor at a time will be allowed per detainee. An officer will be present at all times during the visit, the length of which should not extend beyond 15 minutes.

Visitors will be registered in a log, maintained by communications personnel. All visitors will be checked by "Search Alert" and belongings will be inspected for purposes of detecting contraband and/or weapons, prior to the visit. If a visitor refuses a search, they will not be permitted to visit.

Officers will not be required to be present when a detainee is conferring with counsel unless said counsel requests.

- B. Civic Groups, Media, Educational Tours:
Tours **WILL NOT** be conducted when the holding facility is **OCCUPIED**.
Additionally, **AT NO TIME** during **EMERGENCY CONDITIONS**, will nonessentials be granted access.

VI. Safeguarding Detainee Records

Any record referring to a detainee will be maintained in accordance with Administrative Services Division (Central Records) Standard Operating Procedures. See manual for specifics.

VII. Safety and Sanitation

- A. Fire Prevention and Control Practices

Smoking -

Absolutely no smoking or smoking materials are to be allowed anywhere in the building except for prisoner property storage.

Fire Equipment:

Fire equipment for the holding facility currently consists of fire extinguishers, fire and smoke alarms that are of an approved type, and placed in locations, approved by the City of Burleson Fire Marshall. The Fire Marshall shall have the authority to inspect the facility, at any time, and require replacement or additional equipment, as they deem necessary. Any

requirements levied by the Fire Marshall are immediately binding on the agency.

Fire Equipment will be inspected, and tested periodically. The Operations Bureau Captain or their designate will accomplish these tests and inspections and document each as required.

1. Weekly Inspection

- a. All fire extinguishers
- b. Verify presence
- c. Check for tampering or damage
- d. Check charge indicator
- e. If seal has been broken, replace with "sealed" extinguisher and call maintenance.
- f. Document inspection on appropriate form

2. Daily/Monthly Inspections/Testing

All Smoke / Fire Alarms:

a. Daily Inspection:

Verify presence

b. Monthly Test:

1. Verify presence
2. Check for tampering or damage

c. The Fire Marshal and/or the Jail Warden will conduct tests as prescribed by the Fire Marshal. The Jail Warden will document these tests appropriately.

3. Semi - Annual Tests

All fire equipment and smoke / fire detection alarms are to be tested on a semi - annual basis in the same manner pre-described, and documented on the appropriate form. All discrepancies will be immediately resolved.

B. Fire Safety Plan

In keeping with sound prevention procedures established in the Life Safety Code, as published by the National Fire Protection Association the following prevention practices are in effect.

C. Prevention

1. Inspection and testing of fire equipment and smoke/fire alarms at required intervals.
2. Elimination of smoking materials or other flammables from cell areas (Except in designated property storage).
3. Unscheduled inspections by the Fire Marshall.
4. Audio and visual monitors are in constant operation.

D. Procedures In Case Of Fire

Upon discovery of a fire, personnel shall immediately take the following action:

1. If any person is involved in the fire, the discoverer (other than a dispatcher) shall go to the aid of that person and alert others of the situation by calling aloud "**FIRE IN THE JAIL, FIRE IN THE JAIL**". If the discoverer is the dispatcher and is alone, they shall **IMMEDIATELY** tone out the Fire Department and ambulance and then release all the electronically controlled doors of the cells and booking area. The dispatcher shall obtain a portable radio, if available, and then go to the aid of the detainees to ensure their release and assist with evacuation. If possible, the dispatcher should assemble the detainees in a place of safety (outside the building) until relieved by a field unit. The dispatcher shall not attempt to stop a detainee that is escaping; rather relay a description and direction of travel to the field units.
2. If there is no person endangered by the fire, the discoverer shall insure that the fire department is immediately notified. Personnel other than the dispatcher shall attempt to isolate the fire by using available fire extinguishers, but **AT NO TIME** shall an employee place themselves at risk, under these circumstances.
3. In the event evacuation of the holding facility is necessary, evacuees will be assembled as orderly as possible and led from the area via available, established routes. Evacuation routes and exit signs are prominently displayed throughout the facility. Personnel shall use all means available to protect life.
4. In the event a detainee or other person requires medical attention, the rescuer/s shall provide first aid, i.e. control bleeding, treat for shock or administer CPR if appropriate, until relieved by competent fire department or ambulance personnel. First-aid kits are available throughout the building and in all patrol vehicles.

E. Sanitation (Vermin and Pest Control Procedures)

Holding cells are to be inspected on a weekly basis by the Operations Bureau Captain or their designee. The purpose of the inspections will be to identify and correct any deficiency or condition that may be conducive to harboring or breeding insects, rodents, or other vermin. These inspections will be documented on the appropriate form located in the facility. In addition, the Operations Bureau Captain may require building maintenance/janitors to spray commercial pesticides to control pests and vermin when it is determined that total fumigation by pest control professionals is not needed. If necessary, pest control professionals will be employed to clean or fumigate the facility.

On a daily basis, Watch Commander is to insure that food trays are to be removed from the cell areas immediately after the detainees have completed their meals.

VIII. SECURITY AND CONTROL

A. Firearms

Prior to entering the perimeter of the holding facility **ALL** firearms will be secured in the gun lockers located just inside the rear entry door. If an officer, already inside the building, is needed in the facility, they will secure firearms in the lockers next to the booking room door, prior to entering the booking room. Additionally, this procedure is required of all firearms taken from detainees. **Exceptions:** *The ONLY exception to the above is under the following condition: PRISONER(S) WITH A GUN OR OTHER LETHAL WEAPON*

B. Entry of an Occupied Cell

Generally, a single officer or other employee will not *enter an occupied cell. A minimum of two (2) officers is required unless a life threatening situation exists which requires the officer or other employee to enter to save a life. If an officer or other employee is faced with this situation they must first, advise the dispatcher. The dispatcher will then summon appropriate assistance to the holding facility.

****Entry occurs when the employee crosses the cell door threshold. (Placing a detainee in or removing a detainee from a cell normally does not constitute entry)***

C. Key Control and Use

The holding facility cell doors are controlled by both electronic and manual operations. The holding facility electronic door control panel located in the booking room requires a key to activate the control panel. Each sworn officer is issued a key to this control panel for holding cell access. The electronic control panel in the booking room is only to be activated when an officer is opening a cell door. The key to the control panel is to be removed and secured on the officer's person after the locking mechanism has disengaged from the cell door. Communications operators have controlled

electronic access from the dispatch area. The holding facility is also equipped with a manual door key. It is to be kept in the drawer of the fingerprint supply cabinet when not in use. A duplicate key is kept in the communications center key control box. In the event of the loss of a key, the on-duty watch commander will be notified immediately. A complete and thorough search of the holding facility will be conducted and a search of holding facility records will be made to determine the name of the last person/s using the key.

Doors entering the rear of the police building must remain closed and locked at all times. The door entering the booking room from the hall must remain closed and locked preventing exit from the area at all times. BOTH booking room doors will be closed and locked at all times when booking detainees. Cell BLOCK entry door and cell doors will be shut and locked at all times! Officers entering the Holding Facility, or cells, will open the doors themselves. Officers who are dealing with violent or combative prisoners may request dispatch to activate any of the doors in the holding facility to assist in their entry.

D. Security Checks and Inspections

Prior to and immediately after use, unoccupied cells will be checked for damage, weapons, contraband, drugs, etc. The check will be conducted by the person placing the detainee in the cell or removing a detainee from the cell. Adverse conditions or suspicious circumstances shall be reported to the on-duty supervisor immediately. Additionally, documented security inspections, including searches for weapons, contraband, drugs, etc., will be performed WEEKLY by the Operations Bureau Captain or their designee. Inspections will be documented on the appropriate form in the facility. Inspections shall focus on the following:

- a. Locks
- b. Walls
- c. Overhead lighting screens
- d. Doors
- e. Audio System
- f. Cameras

Each room in the Holding Facility is equipped with at least one camera and an audio system that is monitored 24 hours a day by Communications. Each area (cells included) has a panel with a button that can be used to alert communications.

These items shall be carefully checked for operational wear and tampering. Inspections shall include occupied as well as unoccupied cells. Occupied cells require two personnel to be present for the inspection. Results of these inspections shall be submitted, in writing to the Chief of Police. All defective security equipment shall be replaced or repaired immediately.

E. Escape Procedures

In the event of an escape, the following procedures will apply:

- 1) Alert to all on-duty personnel.
- 2) Secure the holding facility and initiate crime scene procedures.
- 3) Identify all escapees and broadcast complete descriptions and charges that detainees were being held for. Communications personnel will be responsible for broadcasting information over Inter-City, and Johnson County radio nets, as well as, initiating teletype bulletins to Regions 1, 5, and 6.
- 4) Watch Commander instructs communications to notify, in order:
 - a. Operations Bureau Captain, who in turn notifies
 - i. Chief of Police
 - ii. All other needed personnel
- 5) All personnel needed will respond to the Police Department for assignments.
- 6) Watch Commander determines manpower needs and organizes search operation.
- 7) The Deputy Chief will activate the EMERGENCY OPERATIONS CENTER and provide for emergency communications on Channel 3 (public works radio net).
- 8) The Chief of Police or their designate will act as the Command Post coordinator.
- 9) Upon termination of the alert, the Patrol Supervisor shall summon all participants to the E.O.C for assessment of the operation and debriefing.
- 10) Damage, if any will be assessed and repair personnel summoned to place the facility in operational status.

Incidents or reports of incidents that threaten the holding facility or any person confined therein will be reported **IMMEDIATELY** and reduced to writing for administrative review as soon as possible. Incidents to be reported will include, but not be limited to:

- a. damage to and in the holding facility,
- b. weapons found in the holding facility,
- c. inmates with self-destructive tendencies,
- d. contraband found in holding facility

XIV. DETAINEE PROCESSING

A. Searches

Upon arrival at the police department, the transporting/arresting officer shall take the detainee directly to the booking room. The first step in processing the detainee will be a more thorough search for weapons, contraband or drugs. This will be a combination of physical search and a

check utilizing the electronic "Search Alert". If possible, "hands-on" searches, pat downs, will be conducted by a person of the same sex as the offender. If that is not possible, the officer will follow the SOP on opposite sex prisoner searches. If a strip search is deemed necessary, it will be conducted in the cell area, out of the view of the camera, with the approval of the on-duty supervisor. Strip searches will only be conducted by persons of the same sex. If female personnel are not on duty, and the on-duty supervisor deems a strip-search necessary of a female detainee, female personnel will be called in to conduct the search. Persons arrested for minor offenses shall not be strip searched unless the officer has "reasonable suspicion" to believe that the detainee is carrying a weapon or concealing narcotics/drugs. A detainee may be required to wear coveralls subsequent to a strip search. No employee of the Burleson Police Department will conduct body cavity searches of any prisoners. If probable cause arises that causes the officer to believe contraband or weapons would be found in a body cavity search command staff will be contacted to authorize such a search. The prisoner will be transported to a medical facility where the search will be conducted by medical personnel, after proper legal documentation has been obtained. All incidents of strip search or body cavity search will be documented thoroughly in a report. Strip searches will also be documented on the BPD Strip Search Form.

All items of personal property will be taken, and noted on the Prisoner Property Inventory form. The form will indicate storage bag number, dated, timed and signed by the receiving officer and detainee. Inventory and recording of property will normally be accomplished in the presence of the detainee and they shall be requested to sign the form verifying its accuracy. In the event of combative or extremely intoxicated detainees, the property will be taken and recorded as prescribed above. The reason/s for no detainee signature will be noted and counter-signed by a second officer (witness).

For the safety of the detainee and others and security of personal property, every effort shall be made to secure ALL personal property (except clothing) including belts and other rope-like items, i.e. shoe strings, scarves, etc. All items of personal property shall be placed in provided storage bags. All items of EVIDENCE shall be processed in accordance with current property/evidence handling procedures. All property to be returned to the detainee shall be placed into the property storage room and remain there until release of the inmate from the facility.

When preparing to release the detainee, the releasing officer shall obtain the property and in the presence of the detainee, compare items with the inventory list and, if everything is in order, the detainee shall sign the receipt section. Any property retained for evidence shall be so noted on the inventory form and a copy given to the detainee. If the detainee is released to a transporting officer for transfer to another facility, the property shall be given to that officer (or intake officer at the receiving facility if transported by this agency), who shall be requested to sign for the property. A copy shall be retained for departmental records.

B. Booking (Intake) Report

A Booking Report with arrest information must be completed for every person booked into the facility regardless of offense or anticipated length of stay. A property inventory listing prisoner's property and disposition of that property is also to be completed. In addition, the Medical Screening Report must be completed in its entirety. A record shall be made of all treatments and medication administered to a detainee, including circumstances or events necessitating such treatment. Medical Screening must be accomplished **PRIOR** to admitting the detainee to the facility **AND** prior to transfer to another facility or release from custody.

Upon completion of the Booking Report, Property Inventory Sheet, and Medical Screening Report, detainees will be fingerprinted and photographed in accordance with the requirements of State law and Central Records. Requirements are posted in the booking room.

When the booking process is completed, detainees will be placed in the cells. Males will be separated from females. Cell #1 is designated for females. Detainees who are under the influence of alcohol or drugs or who are violent or self-destructive may be segregated from other detainees. If necessary, detainees being held for Class C offenses (other than Capias Pro-fine Warrants) shall be released per a personal appearance bond to allow room for segregation. In the event that the foregoing release procedure is not possible, the watch commander shall contact the nearest agency with a holding facility and request assistance in temporary housing. As a last resort, those persons requiring segregation may be detained, under **CONSTANT** supervision, in any available room of the building for no longer than two (2) hours.

A detainee may be secured to the stainless steel benches located in the holding facility booking room only with the handcuff ring that is secured to the bench and intended for that purpose. The securing of a detainee to the immovable object shall only be done in situations arising out of concern for officer safety and/or detainee safety due to the detainee's violent behavior. The use of such secured handcuff rings is to allow an officer to expeditiously conduct the required booking procedures so that the detainee can be transported to or detained in the appropriate facility thus minimizing exposure of officer and detainee to injury. At no time shall a detainee be left unattended when restrained to the immovable object via the handcuff ring.

Juvenile offenders will be processed separately in their designated area, but shall not be housed in the holding facility. They will be either transferred to the appropriate County facility or released to a parent or court appointed adult guardian. A sworn officer shall remain with the juvenile **AT ALL TIMES** until release, which will be no longer than six (6) hours. Officers are authorized to transport juveniles to a point where they may be released.

When detainees are received from an outside agency, **POSITIVE** identification must be made and recorded of the person presenting the detainee for detention, including verification of the person's authority to make the commitment. Phone calls may be necessary to verify the identity of the presenting party. All such detentions shall be approved only by the on-duty supervisor.

C. Group or Mass Arrests

The holding facility maximum capacity is twelve (12) detainees. When a group or mass arrest situation occurs that exceeds the maximum capacity, the on-duty supervisor shall contact the nearest agency with a holding facility and request assistance in HOUSING. Booking will still take place in our facility. Additional personnel for processing and/or transporting may be called in for duty.

NOTE: POSITIVE identification must be made before a detainee is released from custody.

D. Medical and Health Care Services

The purpose of the following procedure is to insure that **ALL** personnel recognize, take immediate action on, and report all detainee medical needs and/or emergencies.

Detainees who need a medical evaluation (i.e., individuals without physical complaints such as pregnant detainees, individuals requiring medical evaluation prior to incarceration, individuals with minor cuts that are not bleeding, intoxicated individuals) may be transported in a patrol vehicle with supervisory approval.

In obvious cases when the detainee needs treatment that will require an emergency department facility, an ambulance will be called and the detainee may be transported to a hospital emergency department. While waiting for the ambulance, the Fire First Response Team will administer first aid to the detainee.

When a detainee is treated in the facility, treated and admitted to a hospital, or treated and returned to the facility, the attending officer shall prepare a detailed report explaining the need for medical attention. This report shall include:

- 1) Name of detainee
- 2) Name of physician (if any)
- 3) Place of treatment
- 4) Date and time of treatment
- 5) Treatment and/or medication
- 6) Copy of Doctor's diagnosis and comments
- 7) Cost of treatment (if available)

A first aid kit is available in the holding facility. A complete inventory of items provided is attached to the inside of the lid. If items are used, a report of the used items must be made to the Operations Bureau Captain. The Operations Bureau Captain or designee will conduct a documented, weekly inspection and replenish supplies as necessary.

The amount and type of pharmaceuticals will be noted on the Property Inventory sheet. Only those pharmaceuticals contained in **CLEARLY**

LABELED prescription containers shall be dispensed, according to instructions on the label. If medication requires refrigeration, it will be placed in a designated container and stored in the communications center refrigerator. The booking officer shall be responsible for verifying, that the type of medication contained in the bottle is the medication listed on the label. A record of each issuance including time, date, name of medication, amount, and dispensing officer will be made on the Prisoner Handling Log.

Detainees with physical disabilities that require, or may require, special handling or accommodations, will not be placed in the holding facility. Those persons that are determined to need special accommodations will be immediately transported to a county facility or released (by policy, procedure and/or law) as appropriate.

E. Detainee Rights

Phone Calls: Detainees will be provided access to an unrecorded telephone and a phone book after the booking process. There is **NO LIMIT** to the number of phone calls that may be made by the detainee while attempting to contact an attorney and to notify someone of their whereabouts. Once contact is made by the detainee, any additional calls will be made from the telephones provided in the cells. No time limits will be set on the inmates telephone calls. However, if complaints are received or the telephone is abused in any manner, it may be turned off by utilizing the manual on/off switch in Communication.

F. Court Appearance - Right to Bail - Indigents

Detainees being held on MUNICIPAL charges that require a court appearance will be readied and delivered to the Municipal Court at or before (generally 5 to 10 minutes prior) the scheduled time. When a detainee is considered a security hazard, the Municipal Court Judge will be notified prior to delivery to court. In such cases, the Judge should decide whether restraining devices and/or additional officers should be required. Detainees will be permitted confidential access to an attorney if requested. Detainees will be made aware of when and how they may be monitored during their incarceration. Under no circumstances will a detainee's transactions with their attorney be monitored in any way.

Detainees awaiting transfer to another County and requiring arraignment will be processed through the Justice of Peace Office in the previously described manner.

Detainees will be provided every opportunity to post bond for release on Class C misdemeanor charges, originating in this City or upon agreement with another issuing city. Class B misdemeanors and above are not bondable locally without teletype approval of the issuing agency/authority. No detainee will be allowed to bond on a Capias Pro-fine warrant unless approval is obtained from the issuing authority. Detainees WILL NOT be held over 24 hours without approval of the City of Burleson Municipal Court Judge. Any detainee that is deemed INDIGENT may be released by

either Appearance Bond or Appearance Plea Agreement. These release options must be approved by the City Judge. An Appearance Plea Agreement allows the City Attorney to enter a plea of "no contest" for the detainee and allows the City Judge to enter a judgment of "guilty" on the condition that time served in holding facility be allowed to offset the total fine and court costs if the detainee decides not to appear, thus releasing the detainee from further obligation to the court.

G. Meals

Meals are to be provided to all detainees in the facility. No less than three meals will be served during each 24 - hours of confinement.

Meals will normally be micro-waveable breakfasts and/or dinners and either coffee or water. Care will be taken to be aware of time intervals between meals and no more than 14 hours shall elapse between meals. All meal servings will be documented on the Prisoner Handling Log in each detainee's file. Supervisors are directly responsible for insuring that this procedure is carried out. Only plastic utensils are allowed within the facility and should be accounted for upon completion. Drinks will be served in Styrofoam cups only.

IX. Maintenance Personnel

Maintenance personnel will be escorted into the facility and the escorting officer will remain with these personnel AT ALL TIMES. The escorting officer will pay close attention to the type and number of tools being used to insure that no tools or other equipment is left behind. Maintenance personnel are not allowed to work in an occupied cell. If necessary, detainees will be moved to another cell until the work is completed.

Upon completion of work by maintenance personnel, the escorting officer will physically search the entire cell area for any tools or other equipment, PRIOR to placing a detainee in the cell.

X. Supervision of Detainees

Twenty-four (24) hour supervision of detainees is accomplished by the following:

- A. Audio/Visual – The intercom speaker will remain on at all times to hear detainee's requests for assistance or other needs, and not to invade privacy. Video cameras are to be on at all times (except during authorized strip search procedures), they will be used to monitor movement in the booking area and cell areas, for officer/detainee safety. IN the event of a POWER FAILURE, an employee will be posted in the facility until the power is restored.

- B. Population Count – At least once per shift detainees are to be visually counted by an officer designated by the on-duty supervisor.
- C. Physical Checks – Detainees will be visually checked by Communications personnel every thirty (30) minutes. The checks will be accomplished using the video monitors and intercom system located in central communications.

Video cameras will be positioned in such a manner or adapted so as not to invade privacy of the detainee utilizing the sanitary facilities. The dispatcher shall call the name of each detainee over the intercom system and look for a visual response, as well as audible. In the event a detainee does not answer to their name, the dispatcher shall make only 2 additional attempts, during the same time check, prior to calling in the field supervisor. Any/all unusual occurrences shall be noted in the detainee log. Supervisors will also ensure that all records relating to detainee checks are up to date and ensure that the Operations Captain is notified, as soon as possible, of any deviation from this procedure. Detainees deemed violent, mentally ill, or who demonstrate bizarre or unusual behavior will be checked every 15 minutes until released or transferred. Male detainees will be checked by male employee's females by female employees. If this is not possible, and there are no female employees in the building, then the supervisor/OIC and one officer will conduct the check. Before entering the area, they should announce their intentions and, if practical, wait for a positive response before entering. If this is not suitable, the supervisor, in such cases they deem necessary, may call in a female employee.

- D. Mail / Package Inspections: Because the Burlison Police Department only maintains a temporary holding facility, no incarcerated person will be allowed to receive any mail or packages while detained at this facility.

XI. Entry / Exit of Prisoners into or from the Burlison Police Department Holding Facility

- A. After the Officer(s) make an arrest and transport the prisoner to the Burlison Police Department, the Officer(s) shall bring the prisoner into the facility through the **JAIL VESTIBULE ENTRANCE/EXIT**. Officers will not bring a prisoner into or exit the building through the employee entrance except in cases of emergency.
- B. Prisoners will not be taken out of the holding facility through the hallway booking room door unless they are being escorted to the interview room or being taken out of the facility for medical reasons.

- C. Officers may use the holding facility door to the jail for prisoners when the prisoner has voluntarily turned themselves in at the police department through the front lobby doors.
- D. Once a prisoner has posted bond and/or paid their fines and is being released, it will be permitted to escort the prisoner through the hallway holding facility to exit the building through the front lobby of the police department.