
 <p style="text-align: center;">University of Pittsburgh Police Department</p> <p style="text-align: center;">Rules & Regulations Manual</p>	Reference Number: 5 - 1 (Chapter / Section) PLEAC 3.2.1; PLEAC 3.2.6
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Title: Temporary Detention	 By Order of James K. Loftus, Chief of Police

1.0 Policy

It is the policy of the University of Pittsburgh Police Department to provide the highest degree of safety and security which is practical for persons temporarily detained. The safety and security of detainees, officers, and other police personnel shall be the first consideration when temporarily detaining any person.

2.0 Purpose

The purpose of this directive is to establish guidelines and procedures which provide for the safe, secure, and humane detention of persons who are in the temporary custody of this department.

3.0 Definition

Temporary Holding Area - Any location controlled by this department that is to be used for a brief period of time as allowed by agency/judicial guidelines to process, question, arraign, or treat a person in the custody, control or care of the law enforcement agency. The temporary holding area shall only be used until the processing or questioning is completed prior to the person's release or until the person appears before a member of the judiciary.

4.0 Procedures

A. Supervision and Accountability for Temporary Detainees

1. The officer who places a detainee into an area identified as a temporary holding room has the responsibility for the supervision, welfare and security of the detainee until the detainee is turned over to another responsible person, is released or transported to the Allegheny County Jail.

B. Identification of Temporary Holding Areas

1. The following areas have been authorized for the temporary holding of detainees:
 - a. Room 111 (Marked "Holding")
 - b. Rooms 313 and 314 (Marked Interview 1 and Interview 2)
 - c. Room 108 (Marked Roll Call)
 - d. Officers must receive authorization from a supervisor prior to using any area other than those listed above, for temporary detention.

C. Use

1. Officers will primarily utilize room 111 for temporary detainment. In instances where interviews are to be conducted rooms 313 and 214 may be used and in instances of multiple arrests a portion of room 108 may be utilized.

D. Temporary Restraint of Detainees by Securing Them to Fixed Objects

1. For the protection of the detainee as well as property, adult detainees will be secured to the prisoner bench by leg cuff at all times in room 111.
2. At the discretion of the interviewing officer adult detainees in interview rooms 313 and 314 may be secured by leg cuff to the interviewing tables designed for such use.
3. Juvenile detainees may not be secured to a fixed object at any time, unless such circumstances exist that the detainee is violent and needs to be secured for the safety of themselves and others.
4. Detainees being held shall only be secured to objects designed and intended for that use.
5. The time secured to the immovable object should be limited to the testing, interview, and processing of the detainee.

E. The Separation of Males, Females, and Juveniles

1. Males, females and juveniles are not to be housed together in temporary holding areas. The separation of males, females and juveniles who are under arrest shall be accomplished by the use of dividers, rooms, spaces or areas.

F. Minimum physical conditions to be provided in the temporary holding area

1. The department shall provide access to a restroom facility and drinking water upon the request of the detainee.
2. Temporary holding areas shall have adequate lighting and fresh circulated air.

G. Fire Prevention Procedures

1. Smoking will not be permitted in any temporary holding area. No detainee will be permitted to possess matches, lighters or any other object that could be used to start a fire.

H. Fire Evacuation and Suppression Procedures

1. In the event of a fire or fire alarm, the University of Pittsburgh Police Department Communications Center will immediately notify Allegheny County 911 to dispatch the appropriate fire response.
2. Upon discovery of a fire, the department member will immediately notify the Communications Center or activate a manual fire alarm.
3. Personnel may attempt to extinguish the fire if the fire is controllable. However, the first responsibility is the safety of the detainees and reporting the fire.
4. Detainees will be evacuated through the closest exit door and escorted to the rear parking lot, depending on the circumstances of the fire. Fire exit signs are posted to assist in the evacuation.
5. When detainees have been evacuated, the shift supervisor or their designee, will check for any injuries and if necessary, make arrangements for treatment or transport of the detainees to a medical facility.
6. If the facility is damaged and entrance is prohibited, the shift supervisor will make arrangements to house the detainees at another suitable location.
7. Fire extinguishers are located in the first floor staircase. Fire detection and suppression equipment will be maintained in all temporary detention areas as in the entire station.

I. Security Concerns

1. Panic and or/duress alarm
 - a. Officer working in a temporary holding area will be equipped with a portable radio. The portable radio will be equipped with an emergency alarm.
2. Access to area and prisoner
 - a. The temporary holding area is a restricted area. Access will only be granted to personnel directly involved in the arrest, investigation, transportation or custody of the detainee.
 - b. Non sworn personnel shall not enter the temporary holding area while a detainee is being processed, unless they are directed to do so by an officer attending to the detainee.
 - c. No visitation of the detainee will be permitted while the detainee is in a temporary holding area.

- d. In the event alarm responders need to access the holding area, access may be manually granted by additional responding officers or remotely by the Communications Center

3. Escape prevention

- a. All detainees shall be searched for contraband that may assist in escape.
- b. All areas used for temporary detention shall be searched prior to use for contraband that may assist in escape.
- c. It is recommended that detainees remain handcuffed when in a temporary holding area, as practical.
- d. Whenever possible, multiple officers should be used for testing, interviewing and processing of detainees.
- e. Because of the lesser inherent security of both the interview rooms as well as the roll call room if utilized as a temporary holding area, detainees held in these rooms shall be under the constant physical supervision of an officer.

4. Search of detainee

- a. All detainees placed in a temporary holding area shall be thoroughly searched by the arresting or transporting officer, regardless of any prior searches that occurred in the field.
- b. Whenever possible, a search of the detainee shall be conducted by an officer of the same sex as the detainee. This search shall be conducted in a safe and discreet manner.
- c. Special attention shall be made to search those areas where items could be hidden, such as jacket lining, hidden pockets, hats, belts, footwear, clothing seams, pants waists and pants cuffs. The searching officer shall remove all personal property and place it in a storage bin for the duration of the detention.
- d. Detainees who are to be transported to the Allegheny County Jail for housing and who have personal property which the Jail will not accept shall have such items logged as recovered property and stored until it can be claimed.
- e. Special care shall 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 themselves or others, or used for escape purposes.

5. Security inspection

- a. Prior to placing a detainee in a temporary holding area, the officer shall conduct a security check of the room for damage, weapons, contraband or

other unauthorized material. In addition, the room shall be checked when it becomes unoccupied.

- b. Any reports of damage or discovered contraband will be documented with a CAD entry and the shift supervisor will be notified.

6. Detainee shall be physically attended

- a. During the time in custody the detainee shall be attended by an officer at all times.
- b. It is permissible for an officer to utilize the CCTV camera to monitor the detainee housed in room 111, however the attending officer must make a periodic physical check of the detainee at a minimum of every 10 minutes.
- c. An attending officer must at all times be within sight and sound of detainees in the interview rooms or roll call room.
- d. A CAD entry shall be made which reflects the date and time a person is placed into the temporary holding room, and when the person is released or transferred. The CAD entry shall indicate by unit number, the officer who is designated as responsible for the detainee.
- e. A detainee shall be held for no more than 2 hours, unless exigent circumstances exist.
- f. Except for instances where the roll call room is used for holding, there will be only one detainee placed in a holding area at any time.
- g. If multiple detainees are being held in the roll call room at a minimum 2 officers will be assigned to attend them.

J. Training

- 1. Any and all personnel who will have any responsibility for detainees shall read this directive and receive any additional training as needed to fully understand the purpose and procedures enacted by this directive.
- 2. It is the officer's responsibility to be familiar with this and all directives relating to the temporary holding area to ensure the safety and security of all persons detained.