

**CHAPTER 800**  
**DETENTION SERVICES**

**SECTION 800.00    DETENTION SERVICES ORGANIZATION AND STAFFING**

**A. PURPOSE**

The purpose of this section is to establish guidelines for the organization of the Detention Services Section.

**B. ORGANIZATION AND STAFFING**

1. The Detention Services Section is commanded by a supervisor as authorized by the Chief of Police and is updated with the revision of the Police Department Organizational Chart from the Office of the Chief of Police.
2. The Section will consist of a Police Supervisor or supervisors and a staff of Detention Officers as reflected by the Department Organizational Chart.
3. Each member of the Section is responsible for duties and conduct as established by the Departmental General Orders, Rules and Regulations, and Standard Operating Procedures.
4. In addition each member of the Section will be responsible for any special duties assigned by or as directed by the Chief of Police.

**C. DUTY HOURS**

1. The Detention Facility is in operation 24 hours each day except in the event of extreme emergencies. For example, the facility might close in the event of a natural disaster that renders the facility unsafe to occupy.
2. The schedule for Detention Services will be made by the Detention Supervisor.

## **SECTION 800.01 ACCOUNTABILITY AND RESPONSIBILITY**

### **A. PURPOSE**

The purpose of this section is to establish guidelines and policy for the accountability and responsibility of the Detention Services Section.

### **B. POLICY**

All persons taken into custody have a legal right to expect fair and equal treatment during their incarceration. The Farmers Branch Police Department intends to meet those expectations for all persons under our care, custody, and control. The goal is to provide an adult temporary holding facility that is safe and secure but not expected to rehabilitate.

### **C. GENERAL RESPONSIBILITY OF THE DETENTION SUPERVISOR INCLUDES BUT IS NOT LIMITED TO:**

1. Accountable as indicated by Department Organizational Chart.
2. Knowledgeable of the goals of the Department, Division, and Section establishing goals to meet them.
3. Knowledgeable of the policies and procedures of the Department, Division, and Section implementing them at the field level.
4. Supervision of all facets of the operation of the Detention Section.
5. Monitor and complete related assignments regarding Section staff evaluations, training, discipline, expenditures, repairs, equipment, and budget.
6. To prepare and update the Detention Services Section S.O.P. manual.
7. To obtain lateral cooperation with supervisors throughout the Department to meet Sectional, Divisional and Departmental goals.
8. Communication with upper management and staff.

### **D. GENERAL RESPONSIBILITIES OF THE DETENTION OFFICER INCLUDES BUT IS NOT LIMITED TO:**

1. The Detention Officers are directly accountable to the Section Supervisor as indicated by the Departmental Organizational Chart.
  - a. In the absence of the Section Supervisor the Detention Officers are accountable to the Team Leaders and/or Patrol Shift Supervisor who will act as the Detention Supervisor.

2. Responsible for carrying out all operational facets of the facility.
  3. Follow procedures within the Department with the intention of providing quality adult detention care in a practical, secure, legal, sanitary and efficient manner.
  4. Knowledgeable of Departmental, Divisional, and Sectional goals, policies, orders, directives, and procedures.
  5. Any other duties assigned by the Chief of Police.
- E. GENERAL RESPONSIBILITY OF THE PATROL SUPERVISOR INCLUDES BUT IS NOT LIMITED TO:
1. Accountable to the supervisor as indicated by the Department Organizational Chart.
  2. To ensure that all arrested persons to be booked into the detention facility are legally detained.
  3. To ensure that all inmates receive prompt medical attention as needed.
- F. GENERAL RESPONSIBILITY OF THE ARRESTING OFFICER INCLUDES BUT IN NOT LIMITED TO:
1. Accountable to the supervisor as indicated by the Department Organizational Chart.
  2. To ensure that all arrested persons presented for booking into the detention facility are legally detained.
  3. To ensure that all arrested persons receive prompt medical attention as needed.
  4. To assist the Detention Staff with inmates as needed.
  5. Arresting Officers other than Farmers Branch Police who are presenting a person for detention shall be positively identified. If necessary the officer will be required to produce a badge and identification credentials.
    - a. Each arresting officers will be assisted in the booking process by a Farmers Branch Police Officer or a Detention Officer, who should explain facility rules and procedures as needed.
- G. WEAPON
1. All weapons other than pepper spray or taser shall be secured before entering Detention Center.

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## **SECTION 800.02 ARREST/BOOKING PROCESS**

### **A. PURPOSE**

The purpose of this section is to establish guidelines for booking adults into the Detention Facility.

### **B. GENERAL RESPONSIBILITIES OF THE PATROL AND DETENTION SUPERVISOR INCLUDES BUT IS NOT LIMITED TO:**

1. To ensure that all arrested persons booked into the detention facility are legally detained.
2. To ensure that all detained persons receive needed medical attention promptly.
3. To ensure that none of the following persons are held in the detention facility:
  - a. Persons younger than seventeen years of age
  - b. Persons in need of emergency medical attention
  - c. Persons with diplomatic immunity
  - d. Mentally ill persons needing psychological evaluation or treatment.
4. To ensure that Peace Officers other than Farmers Branch Police, who are presenting a person for incarceration are positively identified and authorized by law to detain the person.

### **C. GENERAL RESPONSIBILITIES OF ARRESTING OFFICER INCLUDES BUT IS NOT LIMITED TO:**

1. To ensure that all persons arrested and booked into the detention facility are legally detained.
  - a. In the event that an arrest is not approved, the person shall be released from custody.
2. To ensure that all detained persons receive needed medical attention promptly.
3. To complete a physical search for weapons and contraband before arrested persons are taken into the detention facility.
4. To complete a physical search for weapons and contraband of all property to accompany arrested persons into the detention facility.
5. To assist in the completion of inmates personal property inventory and initial booking documentation.

6. To remain present until inmate is under control and the required documentation is complete and accurate.
7. Peace Officers other than Farmers Branch Police who are presenting a person for detention shall be positively identified. If necessary the officer will be required to produce a badge and identification credentials.
  - a. Other agency peace officers will be assisted by a Farmers Branch Police Officer or Detention Officer who will explain facility booking rules and procedures.

**D. GENERAL RESPONSIBILITY OF DETENTION OFFICER INCLUDES BUT IS NOT LIMITED TO:**

1. To assist the arresting officer in the booking, processing, and classification of arrested persons for cell assignment.
2. To promptly report to the Detention or Patrol Supervisor any discrepancy regarding the legality of an arrest.
3. To promptly seek medical attention for any inmate in need and notify the Detention Supervisor, Team Leader or Patrol Shift Supervisor.
4. Provide an opportunity for arrested persons to place and complete two free local telephone calls upon completion of book-in and no later than four hours after the time of the arrest.

**SECTION 800.03 FINGERPRINTING AND PHOTOGRAPHING ADULTS**

**A. PURPOSE**

The purpose of this section is to establish guidelines for the fingerprinting and photographing of adult arrested persons.

**B. POLICY**

All arrested adult persons booked into the Farmers Branch Police Detention Facility should be printed and photographed.

**C. GENERAL RESPONSIBILITY OF THE ARRESTING OFFICER INCLUDES BUT IS NOT LIMITED TO:**

1. To fingerprint and photograph each arrested person detained by the officer. The detention staff may assist with this task. To assist the detention staff with any inmate who is classified as being a high risk to staff and can not be printed or photographed by a single individual.
2. To provide detention staff with the necessary information to complete the documentation related to fingerprinting and photographing.

**D. GENERAL RESPONSIBILITY OF DETENTION STAFF INCLUDES BUT IS NOT LIMITED TO**

1. Whenever possible, assist the arresting officer with fingerprinting and photographing arrested persons booked into the facility.
2. Whenever possible, assist the arresting officer with completing the documentation related to fingerprinting and photographing inmates.

**E. A.P.O.W./MEDICAL EMERGENCY**

It is not necessary to fingerprint and photograph a person taken into custody, and immediately transported to a medical facility for mental evaluation or a medical emergency.

## **SECTION 800.04    MEDICAL SCREENING OF INMATES**

### **A. PURPOSE**

The purpose of this section is to establish guidelines for conducting the medical screening and evaluation of inmates for proper classification.

### **B. POLICY**

Each person booked into the Farmers Branch Police Detention Facility shall have a medical screening questionnaire completed during the book-in process.

### **C. GENERAL RESPONSIBILITY OF THE PATROL AND DETENTION SUPERVISOR INCLUDES BUT IS NOT LIMITED TO:**

1. To ensure that inmates have access to required medication.
2. To ensure that medical attention is provided for any arrested person who is in need.

### **D. GENERAL RESPONSIBILITY OF THE ARRESTING OFFICER INCLUDES BUT IS NOT LIMITED TO:**

1. To inform the detention staff of any known or reported medical conditions of arrested person.
2. To assist detention staff in locating and securing arrested person's medication if needed.
3. To seek medical attention for any arrested person who is in need.
4. Complete the medical screening questionnaire if the detention officer is not available.

### **E. GENERAL RESPONSIBILITY OF THE DETENTION OFFICER INCLUDES BUT IS NOT LIMITED TO:**

1. To begin medical evaluation observation of each arrested person during booking of inmate. Complete related medical information for inmate medical file including the medical screening questionnaire. The medical screen should include but is not limited to the following:
  - a. ascertain current health of the inmate;
  - b. ascertain medications taken by the inmate;
  - c. note behavior, including state of consciousness and mental status of inmate;
  - d. and note body deformities, trauma markings, bruises, lesions, jaundice, ease of movements, etc.



2. To review all known and reported medical data on inmate and classify each day the inmate is confined.
3. To seek medical attention for any inmate who is in need.
4. Document on the medical questionnaire all inmate medical requests and denials of medical attention.

## **SECTION 800.05    RELEASE OF INMATE**

### **A. PURPOSE**

The purpose of this section is to establish guidelines for the release of inmates for the Detention Services Section.

### **B. POLICY**

All inmates authorized to be released from the Farmers Branch Police Detention Facility shall be released without delay.

### **C. IDENTIFICATION**

The releasing detention officer shall determine inmate identity before release.

1. Staff should compare fingerprints and photograph if available for positive identification.

### **D. AUTHORIZATION**

The releasing detention officer shall be certain that authorized release orders have been presented for the discharge or release of the inmate.

1. A record of the release shall include but is not limited to:
  - a. date and time of release
  - b. method of release
  - c. releasing officer's name
  - d. agency and officer's name released to if applicable

### **E. SEARCH**

All inmates being released to the custody of another agency should be searched by the releasing detention officer.

### **F. RECORD**

A record shall be kept of the release order and be maintained in the arrest file.

### **G. PROPERTY RETURN**

All inmates being discharged or released from the facility shall have their personal property returned and sign an acknowledgement that the property was returned. The

property should compare to the intake property form and releases noted on the form. In the event that the property does not match, staff shall submit a written report to the detention supervisor. In the event an inmate refuses to sign the property returned acknowledgement, the releasing officer, with a witness present, shall note the refusal on the form. Inmates in custody may release property such as money, keys, and papers to any person they authorize except when the inmate is intoxicated or mentally unstable. Staff is encouraged to release all of the inmate property to the person whenever possible to do so.

#### H. MEDICAL NOTIFICATION

When releasing an inmate to another agency or officer, the releasing detention officer shall notify the agency or officer of any medical concerns known.

#### I. INVESTIGATIVE RELEASE

Detention Officers are authorized to temporarily release an inmate to a Police Investigator who desires to have an investigative release.

1. Releasing Detention Officer will note the date and time of the release and return of the inmate.
2. Detention Staff should be attentive to security needs and inform the Investigator of inmate classification.

#### J. FAMILY VIOLENCE

Anytime an inmate is being released from custody that has been charged with a Family Violence offense, the detention staff should notify a patrol supervisor. It is the Police Officer's responsibility to take appropriate steps for family violence prevention.

1. At the direction of a peace officer, the detention staff is authorized to place telephone calls and attempt to notify the victim(s) of family violence that the person is being released from custody.

#### K. ACCUSED LIBERATED

When the accused (inmate) has given the required bond, either to the magistrate or the officer having him in custody, the accused shall at once be set at liberty, except for a person and circumstances described in the law "FURTHER DETENTION OF CERTAIN PERSONS," refer to Standard Operating Procedure.

1. Upon authorization from the Chief of Police, the highest ranking peace officer on duty may require a further detention of the person no more than 4 hours after bond is posted for the prevention of family violence if there is probable cause to believe the violence will continue if the person is immediately released. The detention staff shall document any 4 hour further detention of an inmate.

2. This further detention may be extended only if authorized in a writing directed to the person having custody of the detained person by a magistrate who concludes that the violence would continue if the person is released, but in no case may such a period of detention exceed 24 hours after the bond has been posted.

L. RELEASE DOCUMENTATION

Persons being discharged from the detention facility shall be given the form "NOTICE OF PROCEDURE TO SEAL FILES AND RECORDS UNDER CERTAIN CONDITIONS" as required by law.

## **SECTION 800.06    DIPLOMATIC IMMUNITY/LEGISLATIVE EXCEPTIONS**

### **A. PURPOSE**

The purpose of this section is to establish Guidelines for the Detention Services Section upon receiving foreign Diplomats, State or Federal Legislators, and Members of Congress.

### **B. PROCEDURE**

1. In the event that a foreign Diplomat or family member, State or Federal Legislator, or Member of Congress is arrested and presented for intake, the Detention staff shall immediately notify the Detention Supervisor, Team Leader or in their absence the Patrol Shift Supervisor. Refer to the applicable General Order relating to the topic. Any person claiming diplomatic immunity should not be placed in a holding cell until a supervisor is notified and directs the action.
2. A report shall be filed detailing the incident and forwarded to the Detention Supervisor.

## **SECTION 800.07 DEATHS WHILE IN CUSTODY**

### **A. PURPOSE**

The purpose of this section is to establish guidelines for the Detention Services Section concerning the death of an incarcerated person.

### **B. PROCEDURE**

Refer to General Orders Death Investigations.

### **C. APPARENT DEATH OF INMATE**

In the event that an arrested person collapses or appears to have died, the detention staff shall call for medical assistance at once. The staff may use any normal life saving or resuscitation technique in an attempt to restore breathing and heartbeat until medical assistance arrives.

1. The Detention and Patrol Shift Supervisor shall be notified.

### **D. DETENTION CONCERNS**

In addition to the measures addressed in General Orders sections on "Death Investigations" and "Arrest Procedures", the detention staff should conduct the following:

1. secure the incident scene;
2. separate potential witnesses;
3. record name, time, and purpose of all persons entering and leaving the incident scene until relieved by supervisory personnel.

## **SECTION 800.08    ESCAPE**

### **A. PURPOSE**

The purpose of this section is to establish guidelines for the Detention Services Section in dealing with the escape of an arrested person from the detention facility.

### **B. POLICY**

To ensure the safety of the community it is the policy of the Farmers Branch Police Department to prevent escapes from the Detention Facility, and in the event of an escape respond to the emergency promptly, attempt to apprehend the escapee(s), and return the subject(s) to a secure location.

### **C. PREVENTION**

The detention staff by close attention to orders, policies, and guidelines will supervise the inmate population, conduct regular and irregular checks, and take reasonable measures to prevent the escape of an inmate from the detention facility.

### **D. STAFF RESPONSIBILITY**

The detention staff will document any threat of escape, attempted escape, or escape from the facility. Staff will take all lawful and reasonable steps in the prevention of an escape and apprehension of an escapee. Staff will be familiar with State Law regarding escape. Staff will alert communications and supervisory officer.

1. Staff should secure the facility immediately
  - a. Medical emergencies that exist should be addressed immediately.
2. A head count should be conducted to determine the number of escaped inmates and their identities.
3. Staff shall communicate to the patrol supervisor in command the identity and pertinent information of all escaped inmates.

### **E. PATROL RESPONSIBILITY**

Upon being alerted of an escape from the detention facility it is the responsibility of the patrol division to alert officials and mobilize resources for the capture efforts. The highest-ranking patrol shift supervisor will be in command of the search efforts until relieved by a superior.

### **F. INMATE OR STAFF HOSTAGE SITUATION**

In the event that an inmate takes another inmate or staff hostage inside the facility the

inmate will not be released from the facility. The staff should notify the communications and patrol supervisors. The highest-ranking patrol supervisor shall be in command of the site until relieved by a superior officer. An ambulance will be dispatched and requested to standby a short distance from the facility in a secure location. The staff shall separate and secure any inmates who are not involved and inmate movement shall be kept to a minimum until tactics and decisions are made for the safest resolution to the hostage situation.

#### G. ENDING THE ALERT

The highest-ranking patrol supervisor in command of the escape or hostage site is authorized to end the alert when the situation has been resolved.



## **SECTION 800.09 FIRE SAFETY PLAN/FACILITY EVACUATION**

### **A. PURPOSE**

The purpose of this section is to establish guidelines for the Detention Services Section fire safety plan and emergency evacuation procedures.

### **B. POLICY**

It is the policy of the Farmers Branch Police Department to provide a safe and secure detention facility and in the event of a fire emergency or emergency evacuation the protection of life will be the main concern.

### **C. FIRE PREVENTION**

To ensure that a fire is prevented the following measures are established:

1. Cigarettes, cigars, and smoking paraphernalia are prohibited inside the facility.
2. Except for maintenance and repairs, ignition sources are prohibited inside the facility, i.e., lighters, matches, and torches.
3. Flammable liquids will not be stored inside the facility.
4. Fire extinguishers and smoke detectors will be in place at all times.
5. Fire extinguisher will be inspected monthly by detention staff and annually by the Farmers Branch Fire Department.
6. Staff will remove any items deemed a fire hazard discovered during daily facility searches and inspections.
7. Electrical repairs will be resolved promptly by a qualified person.

### **D. FIRE SUPPRESSION**

Each member of the Detention Services Section will be trained and familiar with the operation of all fire suppression equipment available.

1. In the event of a fire, the Farmers Branch Fire Department shall be notified immediately and the highest ranking officer on duty notified.
2. The Detention Staff will suppress the ignition source of a fire within the facility when safe to do so. However, the protection of life will be the main concern. If unsafe to suppress the fire an evacuation of the facility is warranted.

## E. DETENTION FACILITY EVACUATION

The facility might be evacuated due to hazardous chemicals, smoke, fire, flood, or natural disaster. The decision to evacuate will be the responsibility of the highest-ranking officer at the facility site. Protection of life will be the main concern.

1. The protection of life will be the main concern if evacuation is necessary regardless of the restraint of inmates. Inmates may be restrained with handcuffs, or chain, or flex cuffs attached to a rope. The inmates should be restrained once they have been removed from the hazard and are in a position of safety.
2. All officers available in the police building will assist in the evacuation and assist with inmate control. Additional officers may be summoned from the Patrol and Investigative Divisions.
3. Temporary holding locations are the area of the water tower east of the police building or extra police vehicles that contain restraining cages. If the water tower is used for temporary holding, at least one police officer shall be assigned with the inmates to assist the detention staff with maintaining safety and security.
4. The officer ordering the evacuation should, whenever possible make a final check of the cell area to be certain the no inmate or staff member remains before leaving the building.
5. An attempt to retain arrest paperwork and inmate property should be made. Once the emergency is resolved, if the facility cannot be utilized for the housing of inmates arrangements can be made with local departments or the county jail.
6. The patrol shift supervisor is responsible for making the proper notifications in the event that the detention facility is evacuated. See General Order related to notifications.

## **SECTION 800.10    DETENTION FACILITY TOURS**

### **A. PURPOSE**

The purpose of this section is to establish guidelines for the Detention Services Section on facility tours and access to the facility by nonessential persons.

### **B. POLICY**

It is the policy of the Farmers Branch Police Department to protect the rights of all persons being held and the presence of nonessential persons will not be permitted to violate an inmate's privacy and should not be allowed to impede the facility operations.

### **C. ESSENTIAL PERSONS**

The access to the facility of essential persons include the members of the Farmers Branch Police Department, other law enforcement persons conducting official business within the facility, members of the court, emergency medical personnel, and authorized repair workers.

### **D. NONESSENTIAL PERSONS**

The access to the facility by nonessential persons will be limited to the book-in area and unoccupied cell or housing areas. Under no circumstances should a tour or nonessential person be permitted to view an occupied cell or housing area. Inmates who do not desire to be present in the book-in area during a tour shall be permitted access to an area of privacy during a tour of nonessential persons.

### **E. EMERGENCY SITUATIONS**

In the event that an emergency situation exist or erupts during a tour, nonessential persons will not be permitted to remain and will be prohibited from entering the facility.

### **F. FACILITY TOURS**

Tours of the detention facility should be conducted between the hours of 9:00 a.m. and 8:00 p.m. and will be scheduled by the Detention Services Supervisor, Division Commander, or the Chief of Police. The Detention Staff will be present during any tour to ensure that the facility guidelines are followed. Nonessential persons are not permitted to carry or use cameras or recording devices inside the facility except with permission from the Chief of Police. Detention staff shall complete a written record of all facility tours and record any admittance of nonessential persons.

## **SECTION 800.11 MASS ARREST/POPULATION EXCEEDING CAPACITY**

### **A. PURPOSE**

The purpose of this section is to establish guidelines for the Detention Services Section regarding mass arrest situations and inmates population which exceeds facility capacity.

### **B. MASS ARREST**

In the event that a special police function is planned and multiple arrest are anticipated, the Detention Services Section Supervisor should increase personnel to expedite the intake and supervision of the arrested persons. In the event that an unanticipated mass arrest occurs, the arresting officer is responsible for the intake and security of the inmate until the detention staff takes full custody of the inmate.

1. Unanticipated mass arrest, the detention staff is authorized to notify the Detention Supervisor who may contact off duty personnel for temporary assistance.
  - a. A suggested method to expedite unexpected mass arrest is to take a Polaroid or digital photograph of the inmate standing next to the arresting officer. Obtain inmate's right thumbprint, collect inmate personal property, ensure inmate is identified, and charges listed on a report attached to the photo. The inmate should be thoroughly searched and can then be placed in temporary holding until the full intake process can be done.

### **C. POPULATION EXCEEDING CAPACITY**

In the event that the number of arrested persons exceed the maximum capacity of the holding facility the Detention and Patrol Shift supervisor shall be notified. Several steps can be taken to expedite the release of inmates to eliminate the population overcrowding. The measures are to be decided upon by supervisory personnel who will work with the court, judge, or related divisions to make the releases possible. The measures include but are not limited to the following:

1. Filing charges at large;
2. Transport any inmate who has a transfer pending;
3. With Judge's approval use a personal recognizance bond (P.R. Bond), on alias or not guilty local class C cases;
4. With Judge's approval release time served class C local capias, guilty, or no contest cases.
5. With Judge's approval reset the appearance date on Class C local alias or not guilty pleas using the appearance court reset forms.

6. Notify the Communications Division and request that local class C warrants not be confirmed temporarily until the facility is in a position to accept transfers.

Again, before these measures are taken, the supervisor will coordinate the authorization to take such steps with the proper Court, Judge, or Division.

#### D. MASS ARREST WHICH EXCEEDS FACILITY CAPACITY

The commanding supervisor involved in a mass arrest situation that exceeds the capacity of the detention facility should coordinate temporary detainment of arrested persons with area agencies. It will be the arresting officer's responsibility to transport the arrested person to the respective temporary holding facility.

## **SECTION 800.12 INMATE CLOTHING, PERSONAL HYGIENE, AND BEDDING**

### **A. PURPOSE**

The purpose of this section is to establish guidelines for Detention Services Inmate clothing, personal hygiene, and bedding.

### **B. POLICY**

All persons being held more than 24 hours in the Farmers Branch Police Detention Facility will be afforded the standard facility personal hygiene, and bedding services.

### **C. INMATE CLOTHING**

Clothing is not issued to inmates who are not placed in the housing facility, or inmates who are expected to post bond in a reasonable amount of time.

### **D. PERSONAL CLOTHING**

All inmate personal clothing, which is being stored, shall be cleaned or sprayed with a disinfectant for storage.

### **E. PERSONAL HYGIENE**

Inmates held over 72 hours may have the following items supplied by family or friends for personal hygiene:

1. toothbrush
  2. toothpaste or tooth-powder
  3. soap
  4. comb
  5. shaving implements
- Toilet Paper shall be available at all times.

### **F. SHOWERS**

Each inmate shall be given the opportunity to shower each day.

1. Inmates may be required to shower at least every other day.
2. Whenever clearly justified for health or sanitary reasons, the patrol shift or detention supervisor may require that an inmate shower.

## G. HAIRCUTS

Due to the temporary detention nature of the Farmers Branch Detention Facility, haircuts are not afforded to inmates.

## H. BEDDING AND LINENS

A standard issue of bedding to each inmate to be detained overnight shall include but not limited to, the following clean, safe, and serviceable items:

1. one mattress,
2. one blanket, or more depending upon climatic conditions.
  - a. Exceptions: Bedding and Linens may be withheld from persons who are intoxicated or a suicide risk.

## I. LAUNDERING OF BEDDING AND LINENS

Washable items such as towels and blankets shall be exchanged for clean replacements at least once each week, or more often if necessary. Blankets shall be laundered or dry cleaned at least once each month or more often if necessary. Blankets shall be disinfected before being re-issued.

## J. MATTRESSES

Mattresses shall be sprayed with a disinfectant prior to reissue.

## **SECTION 800.13    DETENTION SECTION RECORDS**

### **A. PURPOSE**

The purpose of this section is to establish guidelines for the Detention Services Section keeping records and safeguarding detainee records from unauthorized disclosure.

The Detention Services Section will safeguard all arrest records from unauthorized disclosure and to limit access to such records in accordance with federal and state statutes.

### **B. DAILY RECORD**

The detention supervisor shall maintain a daily record of the number of inmates in the facility.

1. Staff shall conduct regular and irregular head-counts daily and record the counts on the detention services log.

### **C. PERMANENT RECORD**

The Detention Services Section will forward to the Communications Section an arrest file on each inmate upon release. The Communications Section will then forward the arrest file to the Records section for permanent storage.

### **D. SEPARATE WRITTEN RECORDS**

A separate written record will be made of all incidents which result in physical harm or serious threat of physical harm to an employee, visitor, or inmate in the facility.

1. such incident report will include the names of the persons involved, a description of the incident, the action taken, and the date and time of the occurrence.
2. such incident reports will be prepared in memorandum form to the Division Commander.

### **E. FISCAL RECORDS**

A budget or similar written records and receipts which clearly indicate the costs for the facility operation including feeding, clothing outlay and other program costs will be forwarded to the Division Commander.

### **F. RELEASE OF ARREST INFORMATION**

The detention staff will be familiar with current federal and state statutes concerning the release of detainee information.



1. Detention Staff will release proper arrest information to law enforcement personnel, inmate attorney, and inmate family or friends to expedite the inmate's right to secure bail.
2. Public request for inmate arrest information and detainee's records shall be forwarded to the Police Records Section for proper dissemination.

#### G. CRIMINAL HISTORY RECORDS

All criminal history reports or returns shall be kept confidential and shall be placed in the inmate arrest file. Information contained in a chronological arrest sheet such as a criminal history return shall not be released to non-law enforcement personnel. Any public request for such information shall be referred to the Records Section of the Police Department.

#### H. FACILITY INSPECTION REPORTS

Inspection reports of the facility, officers daily activity reports, and calendars of such inspections shall be submitted to the detention supervisor.

#### I. VIDEO TAPES OF INMATES

Videotapes of inmates in the facility shall be retained for a period of time no less than 30 days. Tapes made during an arrest investigation, such as a D.W.I., will be entered into evidence and retained according to the rules of evidence.

#### J. TRAINING RECORDS

All Detention Services Section training records will be forwarded to the Training Sergeant for retention.

## **SECTION 800.14 AUDIO COMMUNICATION SYSTEM**

### **A. PURPOSE**

The purpose of this section is to establish guidelines for the Detention Services Section for inmate audio communication system and maintenance.

The detention facility will be equipped with an audio communication system to monitor activities in the facility. The audio communication system will be monitored by the communications office or the detention officer.

### **B. STAFF COMMUNICATION**

Each detention officer shall be equipped with a portable radio at all times within the facility. The radio shall be used for emergency situations and not used for routine communication. The radio shall be checked daily for proper operation.

### **C. INMATE COMMUNICATION**

An audio communication system shall be in place where inmates will be able to communicate with the communications officer or detention officer for emergency needs. When the facility is occupied, the audio system will be checked daily for proper operation.

1. In the event that an inmate communication system is not functioning properly, that cell area should not be used until the communication system can be repaired.
2. In the event that the communication system is not functioning throughout the facility, the detention staff will make frequent regular and irregular checks of the cell area as may be deemed necessary for the safety and security of the population.

## **SECTION 800.15 INMATE CELL ASSIGNMENT**

### **A. PURPOSE**

The purpose of this section is to establish guidelines for inmate classification and cell assignments.

Each inmate shall be classified according to several factors which will govern the handling of the inmate movement and cell assignment.

### **B. CELL ASSIGNMENTS**

Based on detention staff's classification, each inmate should be assigned to cells and housing areas that best provide a safe and secure environment.

1. Male and female inmates will be housed in separate confinement areas and will not be locked in the same cell.
2. Young adults or elderly aged inmates may be given separate cell or housing assignments for the safety and security of the inmate and facility.
3. Whenever possible, persons charged with felony offenses should not be housed with misdemeanor first offenders.
4. The criminally sophisticated inmate should not be housed with inmates of lesser criminal experience.

Classification efforts should be made to prevent exposure of inmates with penitentiary history to those inmates without such experience.

5. Overly passive inmates or overly aggressive inmates may be given separate cell or housing assignments for the inmate and facility safety and security.
6. Persons under the influence of alcohol or drugs or who are violent or self-destructive should be separated from other inmates and closely supervised by detention staff.

### **C. SEPARATION/ISOLATION**

1. Decisions involving the medical separation/isolation of inmates will be based on certain behaviors or medical conditions of the inmate:
  - a. History of using intravenous needles, syringes, or other sharp instruments to penetrate the skin;
  - b. Having open, un-scabbed wounds or weeping dermatitis; or

- c. Exhibiting symptoms of or having a contagious medical condition, such as tuberculosis, hepatitis, or measles.
  - d. all inmates possessing mental health concerns to include homicidal or suicidal tendencies, shall be housed to provide for more frequent observation.
2. Assumed conditions such as sexual orientation, perceived drug use, or perceived non-symptomatic medical conditions are not valid reasons for separation/isolation.
  3. Inmate claims of contamination of environmental surfaces (walls, floors, furniture, etc.) should be investigated and corrected by staff promptly but will not be used in deciding to separate/isolate.
  4. Assaultive inmate behavior is a valid reason for separation/isolation. An inmate who is assaultive toward other inmates or staff may be separated/isolated for the safety and security of the facility.
  5. Violent inmate behavior is a valid reason for separation/isolation. An inmate who is inflicting harm towards oneself or has threatened to inflict bodily harm towards any person, including oneself, may be separated/isolated.

(see section on suicide watch if applicable)

#### D. ADMINISTRATIVE SEPARATION

Inmates who require protection or those who require separation to protect the safety and security of the facility may be housed in administrative separation. Inmates housed in administrative separation should not be restricted from any privileges afforded to the rest of the inmate population unless it would adversely affect the safety and security of the facility.

#### E. TYPES OF CELLS

Various types of cells will be used for different situations.

1. Detoxification Cell, a person confined to a detoxification cell shall be transferred to a general housing area as soon as he can properly care for himself.
2. Violent Cell, violent cells shall not be used for disciplinary purposes. The detention or patrol supervisor shall authorize use and shall review and document continuance of status at least every 24 hours.
3. Single Cell, single cells may be utilized for disciplinary or administrative separation provided inmates are allowed access to a shower at least once each day.

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## **SECTION 800.16 EDUCATION AND REHABILITATION PROGRAMS**

### **A. PURPOSE**

The purpose of this section is to establish guidelines for the Detention Services Section inmate education and rehabilitation programs.

It is not the goal of the Farmers Branch Police Department to educate or rehabilitate inmates; most inmates held in the facility are pre-trial and have a short length of stay; education and rehabilitation programs will be limited.

### **B. LIBRARY PLAN**

Each inmate will be permitted to have access to reading material for both recreational and educational purposes. Reading material must be approved by staff and will not include material which by its nature creates a hazard within the facility. Pornographic material is strictly prohibited.

1. reading material may be supplied by the police department
2. reading material may be supplied to the inmate by family, or friend.
  - a. storage of inmate reading material in the cell can be limited by staff to a reasonable amount, and any misuse of reading material can result in the denial of reading material privileges.
3. the detention center library will be stocked as funds permit or donations are approved.

### **C. LIBRARY USE**

Use of police library materials by an inmate is a privilege. Any destruction or defacing of any police property may result in disciplinary sanctions and/or criminal charges being filed against the offender.

## **SECTION 800.17 FOOD SERVICE**

### **A. PURPOSE**

The purpose of this section is to establish guidelines for the service of meals for the Detention Services Section.

All persons held in the Farmers Branch Police Detention facility will be afforded basic nutrition.

### **B. FREQUENCY OF MEALS**

1. Food shall be served three times in any 24-hour period.
  - a. breakfast served on day shift morning no later than 9:00 a.m.
  - b. lunch served on day shift about noon
  - c. dinner served on the evening shift no later than 9:00 p.m.
2. No more than 14 hours shall pass between meals without supplemental food being served. In the event that an inmate misses a meal due to court appearance or investigator questioning, supplemental food will be provided for the inmate.
3. Meals will be served in the common area for those inmates in the housing units. Inmates confined to cells will be served in the individual cell in which they are assigned.
  - a. upon completion of food service, excess food will be collected and disposed.
  - b. inmates will not be allowed to store excess food in the common area or cell.
  - c. inmates are not permitted to share their food with other inmates or staff.
  - d. staff is not permitted to eat inmate food.
  - e. food will be served by staff only, inmates will not be permitted to serve food.
    - (1) care should be taken that hot foods are served reasonably warm and cold foods are served reasonably cold.

### **C. PRESCRIBED DIETS**

Physician prescribed diets for inmates shall be served as required by a bonafide-licensed physician.

1. The detention or patrol shift supervisor will make arraignments for any special diet needs to be met.

#### D. OUTSIDE FOOD PREPARATION

In the event that an unusual situation exist, such as the facility food preparation area is not operational, or a prescribed diet is required, then an outside food source is authorized with supervisor's approval. Outside food sources must be a source, which is approved either by the local health officer or the Food and Drug Division of the Texas Department of Health.

1. Local retail food restaurants are approved by the local health officer.
2. Local hospital food Preparation is approved by the local health officer.
3. Air tight plastic containers will be used to transfer such food to the detention facility to prevent contamination or adulteration.



## **SECTION 800.18 INMATE HEALTH SERVICES PLAN**

### **A. PURPOSE**

The purpose of this section is to establish guidelines for inmate health services for the Detention Services Section.

Each inmate held in the Farmers Branch Police Detention Facility will have access to the services of a licensed physician, health care professional, paramedic, registered nurse, hospital, emergency clinic or similar services as necessary for emergency medical, mental, and dental health purposes.

### **B. MEDICAL CONCERNS**

Staff will act upon all medical concerns promptly. Inmates requiring medical attention will be treated by a health care professional without delay.

1. Staff should contact the Farmers Branch Fire Department and request an ambulance dispatched to the facility for any inmate needing immediate emergency medical attention. The supervisor on duty will be notified anytime an ambulance is called to the detention facility.
  - a. EMERGENCY MEDICAL NEED could be defined as any serious or life threatening injury or illness. Examples could include but are not limited to chest pains, breathing difficulty, stomach pain, unconsciousness, profuse bleeding, convulsions, head trauma, broken bones, broken or dislodged tooth, etc.
2. Non-emergency medical attention which is beyond the scope of police staff should be addressed by the supervisor on duty. An inmate can be transported to a health care facility or professional by patrol vehicle for non-emergency necessary treatment.
  - a. NON-EMERGENCY MEDICAL NEED could be defined as any injury or illness that is not a serious threat to life. Examples could included but are not limited to cuts which may require sutures, sprains, head ache, fever, flu, sinus drainage or congestion, tooth ache, etc.
3. Staff is authorized to provide minor first aid for inmates if the first aid is within the scope of the staffs training and ability. An example of such first aid is to provide an antibiotic ointment and band-aid for a minor cut. Another example is for staff to provide an ice pack for a minor bruise.

### **C. EMERGENCY MEDICAL CONCERNS**

In all emergency medical situations an ambulance will immediately be dispatched and the supervisor notified. Staff is required to administer first aid within the scope of training and knowledge.

1. Ambulance attendants will make the determination on the need to transport and the destination of the transport.
2. Supervisor will determine if the inmate is to be escorted by police and remain in police department custody.
3. Inmates transported to any health care facility who is to remain in police custody will be escorted by a peace officer.

#### D. DISABLED INMATES

Convalescent and physically disabled inmates will be detained in the facility and staff will attempt to accommodate the needs of such persons.

1. When charged with class B misdemeanor and above, every effort will be made to complete the necessary transfer papers, and expedite the release of convalescent inmates to the appropriate County Facility. This may include transporting the inmate to the County Facility by patrol vehicle. The detention, investigative, and patrol shift supervisors should collectively determine the extent of the inmates required detention and take the appropriate action.

#### E. PRESCRIPTION MEDICATION

Detention staff shall distribute prescription medication to inmates in accordance with the written instructions from a physician.

1. Staff shall attempt to verify questionable prescriptions by calling physician and or pharmacy listed on the prescription label.
2. Detention staff should take steps to insure that the inmate takes the medication as specified and does not store the medication.
3. Inmates may be allowed to keep certain prescribed medications on their persons, such as:
  - a. inhaler for asthma;
  - b. nitro tablets for heart condition, etc.

#### F. CONTROL PROCEDURES

All medication and related paraphernalia will be stored in a locked cabinet so that only authorized personnel have access.

1. Medicine cabinet will be inventoried and documented in the officer's daily log.

2. Prescription medication will be placed in the inmates property at the time of the inmates release.
3. Syringes and needles are authorized for prescribed medication only. Needles will be used under the direct supervision of staff and the inmate must be observed destroying or storing the paraphernalia in an approved container.
4. Over the counter medication will not be routinely distributed to inmates. The distribution of aspirin or similar ingested medication available without a prescription should only be done by labeled directions.
  - a. first aid, cold packs, compresses, ointments, and bandages applied to the exterior of the human body may be used.
  - b. over the counter medications will be stored in the same locked cabinet but will be inventoried and separated from prescription medications.

#### G. REFUSAL OF MEDICAL TREATMENT

An inmate has the right to refuse medical treatment or transportation to a medical facility. In the event of a medical emergency the ambulance attendants will make the decision to over-ride an inmates refusal of treatment or transport.

1. in every case where medical attention is afforded an inmate a written record will be made and placed in the inmate file.

#### H. TREATMENT LOCATION

Except in a medical emergency situation, medical treatments and examinations should be conducted in a reasonable and dignified manner and place.

#### I. FIRST AID EQUIPMENT

Staff will be provided access to basic first aid equipment. The first aid equipment should be replenished as necessary.

#### J. HEALTH INSTRUCTIONS

All medical instructions of inmate's physicians shall be followed, unless it creates a hazardous condition within the facility.

#### K. HEALTH RECORDS

All health/medical records will be placed in the arrest jacket and forwarded to the Records Section for storage.

1. Detention Staff will complete a medical screening on each inmate housed during the intake process.

The medical records shall reflect all subsequent findings, treatment, disposition, special housing assignments, medical isolation, distribution of medications, and the name of any institution to which the inmate's health record has been released.

#### L. MEDICAL SCREENING

Each inmate to be housed will be screened during intake and shall cover but is not limited to:

1. health history;
2. current illnesses (prescriptions, special diets, and therapy);
3. current medical, mental, and dental care and treatment;
4. behavioral observation, including state of consciousness and mental status;
5. inquiry of body deformities, ease of movement, markings, condition of body orifices, and presence of lice and vermin.

## **SECTION 800.19 INMATE ACCESS TO COURT, BAIL, ATTORNEYS**

### **A. PURPOSE**

The purpose of this section is to establish guidelines for the Detention Services Section regarding inmate's access to court, bail, and attorney.

The Detention Services Section will afford each person held in custody their minimum rights ensuring timely court appearance, access to bail, and confidential access to attorneys.

### **B. COURT APPEARANCE**

The municipal judge will hold a magistrates hearing each day of the week, except Sunday and official holidays, to advise prisoners of their rights, set bonds, hold hearings on indigence and other matters that may be necessary. The judge also accepts affidavits from peace officers requesting arrest warrants for suspects in criminal cases, and upon approving the request issues an arrest warrant in each case.

1. In the event that an inmate being held makes known that he or she has a scheduled court appearance in a court other than the City of Farmers Branch Municipal Court the following steps should be taken and documented:
  - a. staff should allow the inmate access to a free telephone and assist the inmate with contacting the court;
  - b. staff should attempt to verify with the court that the inmate is scheduled to appear, and respectfully request a reset on the case(s);
  - c. in the event that the court demands that the inmate appear in court on the scheduled date and time, staff shall notify a supervisory officer. The staff will inform the court that the inmate will be released to an officer of the court on a temporary release if necessary;
  - d. in the event that a court issues a writ of attachment (bench warrant) for an inmate, the court should send an officer for transport; if the court requires, a peace officer will be assigned to transport the inmate to the court.

### **C. CONFIDENTIAL ACCESS TO ATTORNEY**

Attorneys and their agents will be given access to inmate clients being held in the Detention Facility. Attorneys and inmate clients will be given an opportunity to communicate confidentially without law enforcement personnel present. Staff will make arrangements for attorney client visitation when reasonable and the visit will not jeopardize the safety and security of the facility. See inmate visitation plan.

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## **SECTION 800.20 INMATE TELEPHONE PLAN**

### **A. PURPOSE**

The purpose of this section is to establish guidelines for the Detention Services Section inmate telephone plan.

Persons booked into the Farmers Branch Police Detention facility will be given the right to complete two free local telephone calls upon completion of the intake process, and no later than 4 hours after arrest. Additional telephone use is an inmate privilege and may or may not be free of cost.

### **B. INMATE INITIAL CALLS**

Upon completion of booking the inmate will be allowed to complete two free local telephone calls. Toll calls will be on a collect basis. A record of these two free local calls shall be made and logged in the inmate arrest file.

1. Peace officers may restrict telephone usage to an inmate for investigative reasons. Request for telephone restriction should be noted on the detention log.
  - a. Under no circumstances will an inmates telephone rights be restricted beyond 4 hours after arrest.

### **C. INMATE CALLS PRIVILEGE**

Additional telephone calls are a privilege and may be restricted for reasonable purposes. Staff will allow each inmate a free telephone call one time a day, as long as it does not create a hazard, or security risk. Staff will maintain a record of all inmate telephone calls which are routed through staff.

1. Inmates should not be restricted from reasonable access to call and attorney, family, or friends.
  - a. harassing telephone calls placed by an inmate will be terminated and telephone privileges may be restricted, as well as other appropriate inmate disciplinary sanctions.

### **D. EMERGENCY INMATE CALLS**

Except when the call might create a hazard to the safety and security of the facility all emergency calls will be routed to inmates within a reasonable time period.

1. In the event that an inmate receives an emergency telephone call message, such as a death of a family member, staff will allow the inmate to return a local call using a free telephone.

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## **SECTION 800.21    DETENTION FACILITY KEY CONTROL**

### **A. PURPOSE**

The purpose of this section is to establish guidelines for the Detention Services Section providing a system for the control of keys to the cells and detention facility.

At least one set of keys for the Detention Facility shall be kept on the premises and at no times shall an inmate be permitted to use or have authorized access to such keys.

### **B. HOUSING KEYS**

The officer assigned to the housing unit shall maintain control of the keys to the cell doors and the housing unit. The officer is responsible for the locking and unlocking of the perimeter doors and the cell doors at all times.

### **C. EMERGENCY KEYS**

One set of duplicate keys for the housing unit and the cell doors shall be maintained in the building. The highest-ranking officer on site is permitted to retrieve the duplicate keys if needed to respond to an emergency in the facility.

## **SECTION 800.22    PHYSICAL FACILITY MINIMUM CONDITIONS**

### **A. PURPOSE**

The purpose of this section is to establish guidelines for the Detention Services Section physical facility minimum conditions for detainees.

### **B. FACILITY**

1. The Farmers Branch Police Department will provide certain minimum physical facility conditions for all persons being held in regards to lighting, air, water, toilet, wash basin, shower, and bedding.
2. Adequate lighting will be maintained in the detention facility. No inmate will be placed in an area without adequate lighting, except that lights may be dimmed for sleeping during customary sleeping hours, (i.e. 10:00 p.m. until 6:00 a.m. daily). Emergency lighting should be in operation in the event of a power failure.
3. Circulation of fresh outside air will be maintained. No inmate will be placed in an area without sufficient circulation of air.
4. Except when restrained due to violent or suicidal behavior, all inmates will have access to a toilet and drinking water. An inmate who is restrained and expresses a need for the use of a toilet or drinking water should be allowed such access as soon as reasonably possible.
5. Each inmate held in excess of eight hours shall have access to a washbasin or shower.
6. Each inmate held in excess of eight hours shall have access to a bed and bedding as outlined in procedures.
  - a. Except that inmates deemed to be suicidal may not be issued bedding material, which could be adapted for self-inflicted injury.

## **SECTION 800.23 SANITATION PLAN**

### **A. PURPOSE**

The purpose of this section is to establish guidelines for the maintenance of the facility to assure an acceptable level of cleanliness and sanitation.

A regular daily schedule of work and inspection of the Farmers Branch Police Detention Facility will be followed and staff will have the responsibility for keeping the facility clean and sanitary.

### **B. INSPECTION**

Each day an inspection will be made of the facility for cleanliness and sanitary conditions. The inspection will be conducted by the detention staff and recorded in the officer's daily activity report. Staff will make written report of all maintenance needs. Staff will correct any unclean or unsanitary conditions immediately.

1. Inmates are required to clean their own cell and the housing area in which they are held.

### **C. Food preparation area of the facility shall be maintained in a clean and sanitary condition.**

1. The detention staff is responsible for the cleanliness and sanitary conditions of the food preparation area.
2. The facility shall have at least one watertight garbage container with a tight fitting cover to store food waste.
3. Frozen food will be stored in a freezer.
4. Cold food will be stored in a refrigerator.
5. Dry foods will be stored in adequate shelving areas at least six inches off the floor.
6. Utensils, counters, shelves, and tables in which food may come in contact will be clean and sanitary.

### **D. CLEANING EQUIPMENT**

Adequate and safe cleaning equipment will be maintained for use in the facility. Cleaning supplies will be of common household type and will be stored and used according to manufactures recommended uses and label directions. The use of unusually harsh, hazardous, and dangerous substances will not be used for routine maintenance.

1. Special circumstances requiring unusually harsh, hazardous, or dangerous substances to be used must be approved by the detention supervisor.

2. Inmates will not be authorized to use or be exposed to an unusually harsh, hazardous, or dangerous substance.
3. Employees who obtain authorization to use a hazardous substance for maintenance shall follow the precautions required by the manufacture to protect the employee and others from exposure.
4. Mops, dry mops, brooms and other cleaning tools will be stored in the well-ventilated place designed for the purpose. No other storage location is permitted.
5. Dish washing aids such as brushes or dishcloths used in the dishwashing operation shall be used for no other purposes.
6. Water used in the facility shall be the public water system supplied by the City of Farmers Branch.

#### E. FOOD IN CELLS AND HOUSING AREA

Inmates will not be allowed to store excess food in the cell or in a housing area. Upon completion of food service, the detention staff will collect all unused food and remove the food from the housing areas. Staff is not permitted to store or eat food at a workstation.

#### F. GARBAGE REMOVAL

Each day the detention staff is responsible for the removal and proper disposal of all waste from the facility. Each shift the detention staff is responsible for the removal and proper disposal of all waste from the cells.

#### G. VERMIN PREVENTION

Any condition conducive to harboring or breeding insects, rodents, or other vermin should be reported to the detention supervisor and steps taken to eliminate the condition. If necessary, pest control professionals should be used to clean or fumigate the facility.

## **SECTION 800.24 STAFF ENTERING OCCUPIED CELL**

### **A. PURPOSE**

The purpose of this section is to establish guidelines for the Detention Services Section dealing with a staff member entering a cell that is occupied by an inmate.

To ensure that persons held in cells do not have an opportunity to take keys from a detention officer and escape, it is the policy of the Farmers Branch Police Department that a detention officer will not enter an occupied cell alone, unless there is an emergency that exist and the officer has a portable radio or distress alarm in her/his possession.

### **B. ENTERING CELL**

Detention Officers should not enter an occupied cell alone but should call for backup whenever it is necessary to enter. In an emergency situation and the officer needs to enter the cell alone, the officer will first radio for assistance or activate the distress alarm.

### **C. ESCAPE ATTEMPTS**

Detention Staff should be attentive to the ability of inmates to create a simulated emergency to lure a conscientious officer into a cell alone in an attempt to gain control of the officer's keys, thereby attempting an escape. This establishes the requirement set out in paragraph A.

## **SECTION 800.25    PHYSICAL SITE SECURITY**

### **A. PURPOSE**

The purpose of this section is to establish guidelines for the Detention Services Section for documented reports of all incidents that threaten the facility or any person therein.

### **B. POLICY**

It is the policy of the Farmers Branch Police Department to maintain a safe and secure holding facility for all detainees, staff members, and the community.

### **C. THREATS TO THE FACILITY**

The detention staff shall report to communications and document any threat to the facility; its staff, or any person therein.

### **D. BOMB THREATS**

The detention staff member taking a telephone call from a person making a bomb threat shall report the call to communications and the patrol supervisor. The patrol shift supervisor is responsible for making the proper notifications. The highest-ranking patrol supervisor is in command of the site until relieved by a superior officer. The decision to evacuate will rest with the commanding officer. The detention staff should be prepared to search the interior of the facility, and the patrol division is responsible for exterior perimeter. Normal bomb threat steps should be taken, (i.e., turning off portable radios, not disturbing unusual packages, or opening drawers). If a suspected detonation device is found in or dangerously near the facility, the commanding officer will make the decision to take appropriate action.

### **E. CRIMES COMMITTED WITHIN FACILITY**

Suspected criminal acts committed within the detention facility, such as an assault, shall be referred to a Detention supervisor. Detention staff should separate witnesses and assist the peace officer conducting the investigation with witness control. Detention staff will document the incident in the activity log. The peace officer is responsible for investigating the offense.

1. During the hours when the detention supervisor is available, the detention supervisor will begin an investigation into any reported crime in the detention facility.
  - a. During the hours when C.I.D. is available a detective may be assigned to investigate any reported crime in the detention facility.
2. During hours when the detention supervisor and C.I.D. are not available, a patrol supervisor or officer will begin an investigation into any reported crime within the detention facility.

#### F. THREAT AGAINST STAFF

An inmate who threatens a staff member may be investigated for a criminal law violation. Staff will document the incident and submit a written report to the detention services supervisor for evaluation. The detention services supervisor may determine if a criminal law violation has occurred and complete an offense report for investigation or take appropriate sanctions against the inmate. Threats against the safety and security of the facility will be taken seriously and criminal law violations will be prosecuted to the fullest extent possible within the law.

## **SECTION 800.26 SUICIDE PREVENTION PLAN**

### **A. PURPOSE**

The purpose of this section is to establish guidelines for identifying and the handling of persons deemed a suicide risk while being held in the Detention Facility by the Farmers Branch Police Department.

All persons held in the Farmers Branch Police Department Detention Facility will be screened for suicide potential and if a risk of suicide is determined shall be placed on a suicide watch for the safety and security of the person and facility.

### **B. TRAINING**

Each member of the Detention Services section will receive annual training for suicide prevention. The training will be in addition to the basic training received.

### **C. IDENTIFICATION**

During the booking of an inmate a portion of the medical screening questionnaire is devoted to screening and identifying potentially suicidal inmates.

1. Inmates deemed to be a suicide risk shall be placed on a suicide watch.
2. Inmate threat of suicide will be taken seriously and the inmate will be placed on a suicide watch.
3. A history of suicide attempts will be reason to place an inmate on a suicide watch.
4. Inmates who have indications of mental health needs should be referred to Parkland Hospital for mental health treatment. Staff shall notify the Detention or Patrol Supervisor for referral to mental health emergency care.

### **D. COMMUNICATION**

1. Information relating to potentially suicidal inmates shall be contained in the inmate medical file and the arrest file will be flagged. A report of the inmates risk factors and the suicide watch shall be available to all staff members in the inmate arrest file. It is the responsibility of each staff member to inform staff making relief of suicidal inmates and to review each inmate file for suicide risk information at the beginning of each tour of duty or temporary relief.
2. During intake of an inmate, staff should check for prior arrest history and review previous arrest file for suicidal related notations. The previous suicidal history information shall be noted in the current arrest file.

### **E. SUPERVISION/SUICIDE WATCH**



1. If not violent, the inmate will be placed under close staff observation for the first 24 hours of incarceration. Staff has the option to use a cell which allows constant observation designed for the purpose or placing the inmate in a direct supervision environment such as book-in. Staff has the option to use a regular cell, which is occupied by another inmate and should make every effort not to leave the person alone for an extended period of time. Staff must make a visual check every ten minutes for the first hour.
2. If violent, the inmate may be placed in a cell designed for the purpose. Staff must make a visual check of the inmate every ten minutes the first hour. Unless intoxicated, a violent inmate with suicidal indicators should be removed after one hour and re-evaluated for placement in a non-violent cell.
3. Inmates on suicide watch should not be permitted to keep items, which will facilitate self-inflicted injury. Such items include but are not limited to: belt, shoelaces, handkerchief, blanket, etc.

#### F. INTERVENTION

1. Staff should interview the arresting officer regarding any suicidal indicators. Staff will note any reported indicators on the inmate medical screening questionnaire form.
2. Staff will take steps to counter any suicidal indicators and record steps taken on the inmate medical screening questionnaire form.
3. Staff will attend annual mandatory training on suicide prevention.

#### G. REPORTING COMPLETED SUICIDES

1. Staff will secure the scene and follow the steps set out in the General Orders concerning death of inmate while in custody.
2. Detention or Patrol Supervisor will follow General Orders notifying appropriate emergency medical care, supervisors, medical examiner, and investigative unit.
3. The Detention Services section staff will not notify any family member, relative, friend, media, or non-police personnel regarding the death of an inmate. The release of this information is done only through the Office of the Chief of Police. Staff will release only the information authorized by the Chief of Police in an official news release.

#### H. FOLLOW-UP REVIEW

1. The detention services supervisor shall review all reported potential, attempted, and completed suicide to insure that counter measures are in place to prevent suicides while in custody.

2. Staff is required to submit written reports to the detention supervisor on all potential, attempted, and completed suicides.

## **SECTION 800.27 TRAINING OF DETENTION STAFF**

### **A. PURPOSE**

The purpose of this section is to establish general guidelines for the training of the Detention Services Section staff.

### **B. POLICY**

All personnel assigned to the Detention Services Division shall receive training that is consistent with their assignment.

Minimum training within six (6) months of assignment to the position of Detention Officer, personnel must successfully complete an approved basic Correctional (Detention) Officers course of instruction.

Exceptions:

1. Licensed Peace Officers working in the Detention facility on a temporary assignment.
2. Detention Officers who have successfully completed an approved course meeting the requirements prior to appointment to the position.

Field Training shall consist of direct supervision applicable training as set out in the Detention Services Field Training Manual.

- a. The Detention Services Training Program is established by the authority of the Chief of Police and administered as set out in the training manual.
- b. The Detention Services Field Training Manual is designed to stand on its own merits and application as valid criteria for recruit detention officer retention or termination.

Additional training will be required for any member of the Detention Services Section as specified by a supervisory officer.

## **SECTION 800.28 SUPERVISION OF INMATES**

### **A. REGULAR OBSERVATION BY DETENTION OFFICERS**

Detention Officers must have a visual, face-to-face observation of all inmates at least once every hour. Observations shall be performed at least every 30 minutes in areas where inmates are known to be combative, potentially suicidal, mentally ill, or who have demonstrated bizarre behavior.

### **B. DAILY LOG TO REFLECT OBSERVATION**

Between the hours of 10:00 p.m. and 6:00 a.m., inmates are secured in their assigned cells. Detention Officers assigned to floor duty must enter occupied pods and physically observe each inmate in their cells. The lights must be turned on, and the officers must ensure that the inmate is safe and secure. The officer working the control tower will remain in the tower and operate the doors and lights associated with the cells. Once the appropriate checks have been conducted, the floor officers will exit the pod and advise the tower officer that the check is complete and all inmates are accounted for. The officer assigned to the control tower will submit an entry on the daily shift log indicating the time said checks were conducted as well as any other pertinent information.

Between the hours of 6:00 a.m. and 10:00 p.m., inmates are locked out of their cells and housed in the dayrooms of designated pods. During these hours the officer assigned to the control tower will have continuous observation of the inmates. He/she must make sure that all inmates remain on the floor area and are accounted for. Each hour an entry will be submitted on the daily shift log indicating the time and their observations.

**SECTION 800.29    EFFECTIVE DATE**

**A. PURPOSE**

The purpose of this section is to set an effective date for Farmers Branch General Orders Detention Services Chapter 800.

1. Detention Services section is effective 05-01-98.
2. If any section, sentence, clause, or phase of this chapter is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this chapter.
3. All Department employees are directed to comply with these orders unless amended by my designee, my successor, or me.
  - a. General Orders amended effective 12-01-2004.

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J. R. Fawcett  
Chief of Police