

Geneva Police Department GENERAL ORDERS		PRISONER BOOKING AND DETENTION PROCEDURES	
<input type="checkbox"/> new: <input checked="" type="checkbox"/> rescinds: Policy & Procedure SECTION 70 <input type="checkbox"/> amends:		cross-reference: Accreditation/Recognition standards: C.A.L.E.A.: 1.2.8; 71.1.6; 72.1.1.1; 72.2.1; 72.3.1; 72.3.2; 72.4.1; 72.4.5; 72.4.7; 72.4.8; 72.5.1; 72.5.2; 72.5.3; 72.5.4; 72.5.5; 72.5.6; 72.5.7; 72.5.8; 72.5.9; 72.6.1; 72.6.2; 72.6.3; 72.6.5; 72.8.1; 72.8.2; 72.8.5 NYS L.E.A.P.: 8.7; 47.5	
effective date: 9.28.04	issue/amend date: 9.28.04 / 2.19.15 / 5.18.20 / 1.22.21 2.26.21		

I. PURPOSE	The purpose of this General Order is to establish and describe policies and procedures for Department personnel for booking and detention process of persons arrested or otherwise in the custody of the Geneva Police Department.
II. POLICY	It is the policy of the Geneva Police Department (GPD) to follow the procedures and guidelines set forth in this Order to ensure the safe and efficient booking, processing, and detention of those persons arrested by or otherwise in the custody of the Department. All Department personnel shall adhere to these procedures pertaining to the processing and custody of prisoners within the Geneva Public Safety Building (PSB) Holding Facility.
III. PRISONER INTAKE PROCEDURE	<p>A. The Booking Room is to be used for the intake and processing of adult prisoners exclusively and not juveniles. Juveniles may be detained and processed only in those areas so designated by the Ontario County Family Court within the PSB (Youth Officer’s Office or interview room adjacent to the Youth Officer’s Office).</p> <p>B. Adult prisoners shall, whenever possible, be brought into the PSB Holding Facility through the sally port. Upon entering the building Officers shall:</p> <ol style="list-style-type: none"> 1. Turn off the engine of the police vehicle and remove keys from the ignition. 2. Be sure that the overhead bay door is secure. 3. Secure their authorized handgun(s), taser, baton, and any knives that the Officer may have on his/her person, in the gun locker located in the sally port. 4. Remove prisoners from the police vehicle and bring them into the Booking Room where they will be handcuffed to either the bullring located at the Booking counter or the handcuffing bench located adjacent to the Booking counter. <p>C. <u>Booking Room Security</u></p> <ol style="list-style-type: none"> 1. No firearms are permitted in the Booking Room at any time when a prisoner is being processed. Firearms shall be secured in the sally port gun locker or in the gun locker located adjacent to the Communications Center. 2. The following doors must be secured at all times when a prisoner is being processed in the Booking Room: <ol style="list-style-type: none"> a. Door leading out to the sally port; (door #5) b. Door leading to the processing room. (door #4) 3. Non-essential personnel shall not enter the Booking Room while a prisoner is being processed. Essential personnel are deemed those who are necessary for processing the prisoner or assisting the arresting Officer.

III. PRISONER INTAKE PROCEDURE (CONT.)

IV. PRISONER SEARCH PROCEDURES

4. In the event that a prisoner becomes violent while in the Booking Room, Officers shall immediately request assistance and restraints shall be placed on prisoner when so required. Approved restraints include:
 - a. Handcuffs;
 - b. Leg chains;
 - c. Leather handcuffing waist belt.

A. General Search Procedures

1. The arresting Officer, or if applicable, the Officer booking the prisoner, shall carefully check the prisoner for weapons and contraband. The search shall include but not be limited to:
 - a. Pat down of all body and clothing surfaces.
 - b. Search of all clothing pockets, shoes, purse, etc., where a weapon or contraband could be hidden.
2. Whenever possible, prisoners should be searched by an employee of the same sex of this Department, or by a member of the same sex from an assisting agency. In the event there are no members of the same sex available, or under emergency circumstances, an Officer of the opposite sex may conduct the search using the following guidelines:
 - a. Opposite sex searches can be made by lightly running a flashlight, baton, or pen over the suspect's clothing.
 - b. The metal-tec scanner can be used to scan the prisoner for any metal objects.
 - c. The search shall be conducted so as to avoid any appearance of impropriety.
 - d. Officers shall conduct the search with the utmost regard to decency and privacy.
 - e. Unless exigent circumstances require that the search must be conducted immediately, it shall be conducted in the presence of a Supervisor or other witness.

B. Routine Detention Search

1. Before being placed in a cell, the person and clothing of each prisoner shall be thoroughly searched.
2. During this search, the prisoner may be required to remove his or her **outer** clothing. **The prisoner's underwear may not be removed nor may officers look or search beneath the prisoner's underwear during a routine detention search.** Shoes, outer-garments, and other items of clothing or apparel shall be removed and stored where they are not accessible to prisoners. Such searches shall be accomplished **ONLY** by an Officer of the same sex.
 - a. If no Officer of the same sex is available, the procedure as set forth in **§IV (A)(2)(a-d)** of this Order shall be followed.
 - b. Prisoners may be allowed to wear one pair of pants/shorts, one shirt, and one pair of socks while in the cell.

IV. PRISONER SEARCH PROCEDURES (CONT.)

C. Strip Searches

1. For purposes of this order, a “strip search” means the removal of a prisoner’s underwear and/or looking or searching beneath the prisoner’s underwear. A strip search shall **NOT** include the invasion of any body cavity below the neckline. *See §IV(D)*, below.
2. No strip search will be performed by GPD personnel unless there is reasonable suspicion to believe the prisoner is in possession of evidence, weapons, or contraband, and that a strip search is necessary to recover such items. Strip searches may also be conducted as authorized by a search warrant. *See §IV(C)(4)* below.
3. Strip Searches Conducted Without a Search Warrant
 - a. Prior to **ANY** strip search being conducted, the arresting Officer will confer with the duty Supervisor and advise the supervisor of the circumstances surrounding the arrest and the basis of the reasonable suspicion upon which the search would be based. The Supervisor will then decide whether to conduct the strip search.
 - i. If officers have reasonable suspicion to believe that a weapon or dangerous instrument is secreted on a prisoner’s person, Officers will immediately attempt to retrieve the weapon or dangerous instrument in accordance with the guidelines provided in this General Order. Officers will fully document their reasonable suspicion and steps taken to retrieve the weapon or dangerous instrument.
 - b. All strip searches will be conducted in the presence of two (2) officers of the same sex as the prisoner, if available. If two officers of the same sex are not available, the search will be conducted by at least one Officer of the same sex.
 - c. If at least one Officer of the same sex is not available, no strip search will be conducted. In such a case, the duty Supervisor will seek assistance from an outside agency or if necessary contact an off-duty employee for such search.
 - d. The arresting or searching Officer will fully document the reasonable suspicion justifying the strip search in his/her report and include the identity of the Supervisor approving the strip search.
4. Strip Searches Conducted Pursuant to a Search Warrant
 - a. Strip searches authorized by a search warrant may be conducted at the PSB or at the scene of the search warrant as directed by the Supervisor responsible for the search warrant execution.
 - b. All strip searches will be conducted in the presence of two (2) Officers of the same sex as the prisoner, if available. If two Officers of the same sex are not available, the search will be conducted by at least one Officer of the same sex.
 - c. The Officer(s) conducting the strip search will fully document the circumstances of the strip search in an incident report.

IV. PRISONER SEARCH PROCEDURES (cont.)

V. PRISONERS PERSONAL PROPERTY INVENTORY

D. Body Cavity Searches

1. If there is reasonable cause to believe that contraband or evidence is secreted inside a body cavity below the neckline of a prisoner and such prisoner refuses to voluntarily surrender the contraband or evidence, the duty Supervisor shall be notified immediately and such prisoner shall be kept under constant supervision. Any search of a body cavity shall be accomplished **ONLY** by a duly licensed professional medical person at an established medical facility and by virtue of a valid search warrant directing such search or the written consent of the subject.
 - a. If a Lieutenant is not on duty, the Supervisor will attempt to notify a Lieutenant prior to conducting a body cavity search, if practicable. If prior notice is not practicable, a Lieutenant will be notified as soon as possible after the search.
 - b. The Officer(s) conducting the strip search will fully document the circumstances of the strip search in an incident report. In the case of a consensual body cavity search, the report will include the identity of the person(s) employed by the medical facility witnessing the subject's consent to the procedure.

A. Personal Property

1. After searching the prisoner, the arresting or other Officer so assigned, shall remove or have removed any belts, necktie, money, rings, watches and any other personal property from the prisoner. The Officer shall then place the property into a Department Property Envelope and complete a Prisoner Property Receipt listing the property, which will be signed by both the prisoner and the Officer. In the event a prisoner is incapacitated or refuses to sign the Prisoner Property Receipt, it must be noted on the receipt along with the signature of the Officer(s) witnessing such refusal. The completed receipt will be attached to the property envelope, which will then be secured in one of the designated lockers in the holding cell control room pending release or transfer of the prisoner to a detention facility. The Officer placing the property in the locker will ensure that the locker number is documented under "Remarks" on the Prisoner Condition Form (GPD #12). Keys for the lockers will be secured in the safe in Communications.
 - a. Upon the prisoner's release from custody, the property of the prisoner that is not contraband or being held as evidence, will be returned after the prisoner signs off that he/she have received all of his/her property. If the prisoner refuses to sign the Property Receipt, the refusal must be witnessed and noted on receipt.
 - b. If the prisoner is released to a transporting Officer of an agency other than GPD for transport to another facility, the property will be given to the transporting Officer who will sign the receipt.
 - c. If a member of the GPD transports the prisoner to another facility, the employee of the facility taking custody of the prisoner will sign the receipt, unless it is the procedure of that facility to have the prisoner sign for his/her property.

B. Evidence or Contraband

1. GPD officers will confiscate and retain possession of all items that are evidence and/or contraband and handle them in accordance with standard GPD procedures. A receipt will be given to prisoners for any evidence retained when required by GPD policies and procedures.

VI. BOOKING PROCEDURES

A. Arrest Report

1. The arresting Officer, after securing the prisoner's property, will complete a New York State Arrest Report. A computer terminal and printer will be maintained in the Booking and Processing area adjacent to the Communications Center. The arrest report will be maintained in the PD Manager Record Keeping System.
2. Officers will ensure that all sections of the arrest report are filled in as completely as possible. The arrest report includes inquiry to:
 - a. Prisoner's biographical data;
 - b. Arrest information;
 - c. Medical history:
 - i. Current health assessment of the prisoner, including apparent intoxication by alcohol or drugs;
 - ii. Medications taken by the prisoner;
 - iii. Behavioral observations, including state of consciousness and mental status;
 - iv. Body deformities, trauma markings, bruises, lesions, jaundice, ease of movement, etc.

B. Suicide Prevention Screening Form

1. All prisoners to be held in the lock-up must be removed from the booking room and placed into a cell. Once removed and placed in either a holding cell or cell in the cellblock, a Suicide Prevention Screening Form **MUST** be completed by the Officer placing the prisoner into the cell. The prisoner will be placed into a holding cell or cellblock at the discretion of the duty Supervisor.
2. Officers shall follow those guidelines as set forth on the Suicide Prevention Screening Form and will notify the duty Supervisor if a total of eight (8) or more, or any shaded box on the form is checked, or if believed necessary by the screening Officer due to the behavior observed of the prisoner. The Supervisor will then determine if the prisoner is such a risk that would require more frequent observation or possible mental health evaluation at a medical facility.

C. Incarceration

1. Officers may, based upon their assessment of the threat posed by the prisoner remove his/her handcuffs prior to placing the prisoner into a cell.
2. Before placing a prisoner into a cell, and upon removal, the cell must be checked thoroughly for any weapons, contraband or items that may endanger the Officer or prisoner. The cell area will also be checked for any damage. If any weapon, contraband, item, or damage is located, the duty Supervisor will be advised.
 - a. Upon being placed into a cell, the prisoner must remove his shoes and be given a pair of disposable slippers if so desired.
 - b. Officers will also ensure that there is a sufficient supply of toilet paper for the prisoner.
 - c. Officers will provide the prisoners with a disposable blanket, if desired. The blanket will be thrown away after the prisoner is released from custody.
 - d. Officers will provide female prisoners with feminine hygiene products if requested. Hygiene products will be kept on the shelf located in the female cell block.

Note: It is the responsibility of the Officer placing the prisoner into the cell to see that the procedures are followed.

VI. BOOKING PROCEDURES (CONT.)

3. Prisoners of the Opposite Sex

- a. At **NO** time will a combination of male and female prisoners occupy the booking room/counter area. Should such an occasion arise, the duty Supervisor will be advised and ensure that the area is cleared so as not to mix male and female prisoners, by removing prisoners to other sections of the holding area.
- b. Male and female prisoners shall be incarcerated in their respective cellblocks where they are separated by sight and sound.

4. Special Prisoner Situations

- a. Any prisoner, who becomes violent while in the booking area, shall be restrained to prevent injury or damage, segregated from other prisoners and placed into a cell in the cellblock.
- b. Any prisoner, whose conduct is so violent that the removal of restraints would present a serious harm to him/herself, Officers, or damage to the booking area/lock-up, should be arraigned and transported to the County Jail.
- c. Any prisoner who may be a suicide risk (per Suicide Prevention Screening Form) or otherwise appears to be a risk to harm him/herself, has an apparent mental condition, is under the influence of drugs and/or alcohol, shall be transported to the Hospital for an evaluation prior to being transported to the Ontario County Jail for arraignment.
- d. All prisoners who may be a suicide risk or who are conducting themselves in a violent manner will have constant supervision under the prisoner can be transported to OCJ.

Note: In all of the aforementioned situations, the duty Supervisor will be notified regarding the prisoner's actions and at the Supervisor's discretion, the prisoner can be released on an appearance ticket prior to be transported to the hospital when appropriate.

5. Prisoner Communications

a. Telephone Calls

- i. Prisoners shall be afforded the opportunity to use the telephone to contact family members, inform others as to their situation, confer with their attorney, or to arrange for bail. They will be allowed to make a local phone call. If the call is long distance, the prisoner must use a calling card or make a collect call. Prisoners shall be permitted to make as many calls as reasonably necessary to make contact and/or arrange for bail.

a. Visitors

- i. The only visitor that will be permitted will be a prisoner's attorney or religious advisor, which will be at the discretion of the duty Supervisor. All steps, within reason, shall be taken to accommodate an attorney/religious advisor visit. An attorney/religious advisor visit will be permitted for a reasonable duration, considering whether there are sufficient Officers on duty. The visit will take place while the prisoner is secured in a cell in either the cellblock or holding cell.
- ii. Attorneys/religious advisor shall be notified that they may be subject to a search of their person before the visit.
- iii. The search will be at the discretion of the duty Supervisor.

VI. BOOKING PROCEDURES (CONT.)

- iv. The attorney/religious advisor will be advised as to the reason for the search, and must willingly submit to a search of his/her person and property. The search will be a frisk search of the attorney's/religious advisor's person and a search of the attorney's/religious advisor's property, (e.g., briefcase). The reason for the search is to locate and prevent the transmission of weapons and/or contraband.
- v. If the attorney/religious advisor refuses the search, the duty Supervisor may prohibit such visit.
- vi. Absolutely **no body contact** will be allowed between the attorney/religious advisor and prisoner.

Note: If the attorney/religious advisor requests that an Officer not be within hearing distance of himself and the prisoner, and visit is done in the cellblock, the consultation may be visually observed by use of the video surveillance camera located in the cellblock. If the consultation is done in the holding cell, the Officer may visually observe the meeting from the opposite side of the booking glass.

6. Prisoners accepted from Outside Agencies

- a. An outside agency (e.g., Parole, etc.) may request that a prisoner be detained in the PSB Holding Facility. Any person requesting such detainment must show appropriate identification and their legal authority to make the commitment. The duty Supervisor will be contacted immediately should such an occasion arise. If necessary, the Supervisor may ask that the subject requesting detainment furnish other legal credentials or contacts to ascertain his/her identity and authority to make the commitment.
- b. When a prisoner from an outside agency is detained in the PSB Holding Facility, the prisoner will be processed in compliance with all Departmental policies and procedures to include a Call for Service documented as an "Assist Agency," an arrest report and a prisoner condition form.
- c. Any prisoner brought in by an outside agency who is visibly sick, and/or injured, will not be accepted for incarceration within the PSB Holding Facility.

7. Medical Treatment of Persons in Custody

- a. Whenever a person in custody appears to be ill or injured, or complains of an illness or injury, which might require medical treatment, the arresting Officer will immediately notify the duty Supervisor.
 - i. In an emergency situation, the Officer will immediately render life-saving assistance, summon emergency services, and then notify the Supervisor.
 - ii. In the event of a mental health crisis, the person in custody will be immediately transported to a mental health facility.
- b. The Supervisor shall request the assistance of medical/mental health personnel, should there be any doubt as to a prisoner's physical/mental condition.
- c. If responding medical personnel determine that the prisoner must be transported to the hospital, the Supervisor will have an Officer accompany both medical personnel and the prisoner to the hospital. If feasible, the Supervisor may arrange for the prisoner to be released on an appearance ticket.

VI. BOOKING PROCEDURES (CONT.)

- d. Officers may, when necessary, provide first aid to prisoners until medical personnel arrive. Whenever an Officer uses the first-aid kit located affixed to the wall in the hallway adjacent to the Communications Center, this will be noted in the Officer's report. The Officer rendering first aid will ensure that the first-aid kit is replenished after use, if necessary. The day shift Sergeant will ensure that the first-aid kit is inspected on a weekly basis and replenished as necessary. The weekly inspection shall be documented on the Department Lock-up Inspection Form.
- e. All medical treatment will be document on the Call for Service in the current RMS and in the Officer's report.

8. Pharmaceuticals/Medications within the Holding Facility

- a. All pharmaceuticals and medications will be taken from prisoners and properly logged on the Prisoner Property Sheet. *See §V(A)(I)* of this Order.
- b. Prisoners who possess prescription medication in a properly labeled container will be allowed access to their medication when necessary. Before distribution of the medication, the duty Supervisor shall see that a clearance is obtained from the prescribing physician as noted on the container. The physician's name, telephone number, date, and time of contact will be documented on the PD Manager Arrest Card Narrative. Once the requirement for medication has been verified, the duty Supervisor shall dispense the proper dosage of medication as prescribed to the prisoner and personally observe the prisoner take the medication. The issuance of medication will be documented on the Arrest Narrative.
 - i. In the event that the prescribing physician is not available, the physician on-call for the prescribing physician will be contacted and advised of the circumstances before distribution of any medication. If neither the prescribing or on-call physician can be contacted, the duty Supervisor may, at his/her discretion, transport the prisoner to the hospital where the prisoner will be examined by the attending emergency room physician.
- c. If a prisoner claims to have a need for a certain prescribed medication, the duty Supervisor must attempt to establish validity of such claim. If the validity of such claim cannot be established, the Supervisor may at his/her discretion, direct that the prisoner be taken to the hospital emergency room for examination.
- d. If a prisoner is in possession of over-the-counter medication(s), and states that he/she is in need of the medication(s), the prisoner will be asked to furnish the name of his/her doctor, if obtainable, for verification. The duty Supervisor will contact the prisoner's physician, or in his absence, the covering physician and seek assistance in the dispensing of such over the counter medication. If the prisoner has no physician, or the physician(s) cannot be contacted, the Supervisor may at his/her discretion, see that the prisoner is taken to the hospital emergency room for examination.

Note: If a prisoner has medication on his/her person, or claims to be in need of medication, the prisoner should, if feasible, be released on an appearance ticket. If held, the prisoner should be transported to the County Jail where the facility is equipped for such medical circumstances.

VI. BOOKING PROCEDURES (CONT.)

9. Prisoner Meals

- a. Whenever a prisoner is incarcerated during any of the three usual daily meal periods, i.e., morning, noon, or evening, and has not eaten in the preceding eight (8) hours, the duty Supervisor shall be so advised and arrange to provide a prisoner meal at the Department's expense. The meal will be consistent with the requirements of the prisoners dietary requirements which are ordered by a physician or established by the prisoner's religion. A record of meals provided must be documented under "Remarks" on the Prisoner Condition Form.
- i. Should the prisoner refuse a meal, this too shall be documented on the Prisoner Condition Form.

10. Prisoner's released from Custody

- a. Whenever a prisoner is to be released on an appearance ticket, the Officer shall book the prisoner expeditiously, completing only that paperwork needed for the booking process. If fingerprints and photographs are required, it will be the responsibility of the arresting or assigned Officer to fingerprint and photograph the prisoner. If for some reason this cannot be accomplished, the Supervisor will ensure that it is documented in the arresting Officer's report. In the aforementioned situation, Department personnel so assigned will fingerprint the subject upon his/her next appearance in court.
- b. Property taken from prisoners during the booking process will be returned to them as set forth in this Order. *See §V(A)(1)(a)*
- c. The prisoner shall then be escorted from the Booking Room and released through the lobby area.
- d. Any prisoners showing signs of intoxication will stay a minimum of four (4) hours in lock-up from time of their arrest unless the prisoner is able to contact a responsible adult who will respond to the PSB and sign a "Waiver of Liability For Release of Intoxicated Subject In Custody In Lieu Of 4-Hour Confinement Rule" (GPD #11), taking responsibility of the prisoner. If a prisoner showing evidence of intoxication displays an attitude towards violence, he/she will not be released to a third party and will be transported to the Ontario County Jail for arraignment.
- e. Before the release of any prisoner, personnel will positively identify the prisoner who is to be released. Booking records, physical indicators on the arrest report, and the confirmation of date of birth can be used to verify the prisoner's identity.

11. Mass Arrest Situations

- a. In the event of a mass arrest situation, there are six (6) separate cells available to house prisoners pending transfer to the County Jail. There are two (2) holding cells available which can be used for the temporary housing of prisoners pending booking and release on appearance tickets, if feasible. If the need should arise to incarcerate more prisoners than can be properly housed in the PSB Holding Facility (6), the duty Supervisor will:
 - i. Ascertain if there are any bordering law enforcement agencies (NYSP, Ontario and/or Seneca County Sheriff's Department) that can respond to assist.
 - ii. Have authorization to obtain the necessary off-duty personnel, (e.g., patrol officers, etc.) to process (book, fingerprint, etc.) and transporting the excess prisoners to the County Jail.
 - iii. Notify the Chief of Police of any such circumstance.

VII. HOLDING FACILITY OPERATIONS

A. Supervision of the PSB Holding Facility

1. The administration of the Geneva PSB Holding Facility is the responsibility of the Chief of Police.
2. The inspection of the Geneva PSB Holding Facility is the responsibility of a Department Supervisor designated by the Chief of Police.
3. The direct supervision and control of the Geneva PSB Holding Facility is the responsibility of the on-duty shift Supervisor.
 - a. An on-duty shift Supervisor will brief the oncoming shift supervisor on the number, status, and condition of prisoners presently in custody.
 - b. A shift Supervisor of the oncoming shift will do the following:
 - i. Inspect the holding facility to ensure that all policies and procedures are being followed and required documentation relating to prisoners has been properly completed.
 - ii. Count the number of prisoners in the facility and confirm the correct number of prisoners. The shift Supervisor will conduct this inspection and count within one hour of commencing the tour of duty. The count will be documented on a **Prisoner Daily Count Log**, which will be maintained in the Communications Center.
4. A shift Supervisor will ensure that an in-person visual inspection of all prisoners is conducted at least every thirty (30) minutes and is properly logged the time and condition of the prisoner on a Prisoner Condition Form (GPD-12). Personnel assigned by the duty Supervisor will be responsible for the inspection of the prisoner(s) unless directed otherwise by the shift Supervisor. The Camera system will not be a substitute for a physical visual inspection.

Note: Supervision of female prisoners will be conducted by a female officer if possible. If no female officer is available the prisoner will be transported to the Ontario County Jail immediately by (2) officers.

 - a. All contacts with any prisoner (incarceration, telephone calls, visitation, interviews, visual inspections, meals, release, etc.) will be logged under the “Remarks” section of the Prisoner Condition Form. Personnel assigned by the duty Supervisor will be responsible for documenting same.

B. Holding Facility Security

1. For safety and security reasons, two doors leading into the holding facility section of the PSB may be unlocked electronically or manually (key operation).
 - a. One security door (#5) is located inside of the sally port on the south side, which leads into the booking room.
 - b. The second security door (#1) is located off of the main lobby in the PSB and leads into the Communications Center hallway. Within that hallway there are two more security doors. One security door (#3) denies access into the holding facility processing room. The other security door (#2) denies access to the Communications Center. These doors too can be opened either electronically or manually.
 - c. There are two more security doors that open manually. These doors lead into the sally port and are located on both the east and west ends of the sally port.

VII. HOLDING FACILITY OPERATIONS (CONT.)

2. In case of electronic failure or other emergencies that disable the electronic doors to the holding facility portion of the PSB, all doors may be opened manually using a patrol (building) key.
 - a. Duplicate patrol keys will be maintained in the Communications Center key box attached to the men's and women's jail cell keys.
 - b. Three jail cell keys will also be maintained in the Communications Center key box. One key is for the holding cells (#1 & #2) in the Booking Room, which can be opened either electronically or manually. Another key is for the men's cells (#'s 6-9) and the third for women's cells (#10 & #11). All keys are conspicuously marked.
 - c. All jail cell keys will be returned to the key box immediately after their use. In the event a key becomes lost or misplaced, the involved Officer(s) will complete and forward a report to the Chief of Police detailing the circumstances.
3. All doors leading into the holding facility section of the PSB are to be kept locked at all times. This includes the door that leads from the main PSB lobby into the Communications Center hallway.
4. Whenever there are prisoners incarcerated or being booked within the holding facility section, all doors within the facility will be kept locked at all times. Officers entering or exiting any particular section of the holding facility will ensure that only one (1) door is unlocked/opened at a time and that same door is to be secured before moving to the next door.

C. Holding Facility Safety Equipment and Procedures

1. All personnel will adhere to the following safety measures:
 - a. Smoking is **NOT** permitted anywhere within the PSB.
 - b. Lighters, matches, and any other similar materials will be confiscated from prisoners before placing them into any cell.
 - c. All personnel will remain aware of the location and use of fire fighting equipment.
2. The PSB Holding Facility is equipped with automatic and manual fire detection equipment, a water flow system, sprinkler supervision and an automatic smoke alarm system. The alarm system is connected to the E911 Center. The Department will secure and maintain the written approval of state or local fire officials for fire and smoke detection systems.
3. A Supervisor on the day shift (7AM-3PM) shall ensure that all fire detection devices and alarm systems are visually inspected on a daily basis and documented on the **PSB Daily Fire and Alarm Log**, which will be kept in the Communications Center. Completed checklists will be filed by and kept in the office of the day shift Sergeant. Upon inspection, should any problems exist with the fire detection equipment and alarm systems, the Supervisor of the City of Geneva's Buildings and Grounds will be notified as soon as possible.
4. A day shift Supervisor will also ensure that a weekly documented visual inspection of fire equipment and a semi-annual testing of fire equipment is conducted to ensure the presence and function of the fire equipment contained within the holding facility. The Supervisor may enlist the aid of the GFD in conducting function tests. These records shall be kept in the office of day shift Sergeant.

VII. HOLDING FACILITY OPERATIONS (CONT.)

5. The duty Supervisor will monitor the “trouble alarm” on the Fire Alarm Panel, located in Communications. This alarm is for the fire detection equipment, which will emit a visual and audio sound when there is potential for, or an actual malfunction in the system. Should the alarm activate, the duty Supervisor will be advised and see that the Supervisor of the City of Geneva’s Buildings and Grounds is notified.
6. Documented testing of the automatic fire detection devices and alarm systems will be conducted by the Geneva Fire Department or designated contractor on an annual basis. The authority conducting the testing will issue a written approval of the devices and systems. The day shift Sergeant will maintain a file of the written approval records.

D. Tools and Culinary Equipment

1. Culinary equipment will not be allowed in the PSB Holding Facility.
2. In the event that repairs or maintenance are required in the Holding Facility, a visual inspection will be made of all tools and/or equipment that are brought into the facility. Upon completion, the area in which the work was conducted will be thoroughly inspected that no tools or other items have been left behind **before** any prisoner is returned to the area.
3. If prisoners are being held in an area where repairs must be made, they will be moved to another secure area within the holding facility that is not affected by the work and out of contact of workers.

E. Holding Facility Conditions

1. All areas of the holding facility section of the PSB have adequate lighting and the circulation of the fresh make-up of air, which is vented through the heating and cooling system of the building which meets local codes and is verified through a Certificate of Occupancy for the PSB.
2. All cells within both the men and women’s cellblock contain a toilet, sink with wash basin which provides for both the detainee’s personal necessities and drinking water, and bedding.
3. Janitorial and maintenance will be provided on a regular basis to ensure that satisfactory conditions exist at all times. **NO** civilian providing such services will be authorized in the Holding Facility when a prisoner is in such area or being processed.
4. All Holding Facility doors will be regularly checked to make sure all are in good working order. All checks will be documented on a Holding Facility Inspection Sheet. *Attachment A.*

F. Holding Facility Electronic Audio/Visual Equipment

1. Sound Monitors
 - a. Sound monitors are located in critical areas of movement within the holding facility. They are located in the booking room and both the male and female cellblocks. These devices are activated by any loud noise or yelling, and will activate the sound system on the Communications Center Control Board. This will alert personnel of any emergency that might exist within the holding facility. These sound monitors also allow Officers to speak with prisoners should there be an urgent situation.
 - i. Sound devices shall not be activated in any area where a prisoner and his/her attorney are engaged in client-attorney discussions.

VII. HOLDING FACILITY OPERATIONS (CONT.)

2. Cameras

- a. Cameras are located in critical areas within the Holding Facility including the sally port, Holding Cell Area toward Door #5 and towards Holding Cell #2, Processing area towards the Court Room Door and both the male and female cellblocks. The cameras continuously record these critical areas and are saved on the Server for (21) days unless there is a need to remove and secure the recording (e.g., evidence, etc.). In such cases, the recording will be secured as evidence and the procedures as set forth in **G.O. 905 Property and Evidence Management** will be followed.
- b. The cameras will be used only to ensure the safety and welfare of both prisoners and Officers.
- c. Department camera equipment **will not** be used to invade the personal privacy of a prisoner while he/she is legitimately using the cell's toilet facility. No personally owned cameras or video recording devices are permitted in the Holding Facility.
- d. The camera-monitoring screen will not be on open display to unauthorized personnel or to the public.
- e. Holding Cell and Processing area camera have audio capabilities.

Note: Officers and other personnel will make every attempt to ensure prisoner privacy when tours and/or unauthorized personnel are inside the Communications Center.

G. Holding Facility Evacuation Procedures

- 1. The duty Supervisor will be notified immediately of any emergency within the holding facility and take appropriate action.
- 2. In case of prisoner evacuation, the duty Supervisor will ensure that the Chief of Police is notified of the emergency situation and decision to evacuate.
- 3. All personnel must be familiar with the various evacuation routes from the PSB Holding Facility. An emergency evacuation plan showing the various routes of evacuation is posted in the Communications Center and should be frequently reviewed by Department personnel.
- 4. Notification of a PSB holding facility fire or evacuation may be received by radio communication with Officers, or through audio or visual means within the facility. Personnel working shall ensure that the following sequence of events take place in the event of a fire:
 - a. Notify the E911 Center who will notify the Fire Department
 - b. Notify the Supervisor and Officers presently on duty.
 - c. Alert any other personnel within the PSB of the emergency by use of the telephone, paging system, radio or cell phone.
- 5. The first responding Officer shall obtain the fire extinguisher located on the wall in the Communications Center and, if safe and practicable, attempt to extinguish the fire. If the fire is large, spreading rapidly, or generating heavy smoke, the Officer(s) should forego any fire suppression effort and evacuate prisoners to a safe location. If time and circumstances permit, prisoners will be handcuffed and under proper and adequate supervision, removed from their respective cells and taken to a safe area within the PSB. Several evacuation routes are available depending on the location of the fire.
- 6. **Evacuation routes** for prisoners and Officers from both the men and women's cellblock **are as follows:**
 - a. Exit east through the court hallway (door #6), into the courtroom (door#7) and exit

VII. HOLDING FACILITY OPERATIONS (CONT.)

the courtroom through the south side set of double doors into the main lobby of the PSB.

- b. Exit west into the processing room, exit south into the Communications Center hallway (door #3), and exit that hallway through the opposite Communications Center hallway door (door #1) into the main PSB lobby.
 - c. West into the processing room, north through the booking room (door #4), and exit north into the sally port (door # 5).
7. Evacuation routes for prisoners from booking room holding cells are as follows:
- a. Exit south (door #4) into the processing room, into the Communications Center hallway (door #3), and exit that hallway through the opposite Communications Center hallway door (door #1) into the main PSB lobby.
 - b. Exit north directly into the sally port (door # 5).
8. If prisoners must be evacuated from the building, they will be handcuffed and secured in the back seat of caged patrol cars parked at a safe distance from the fire.
9. Injured prisoners will be handcuffed, if possible, kept under close supervision, and given medical aid. If injury is such that the prisoner must be transported to the hospital, an Officer will accompany EMS personnel.
10. If prisoners cannot return to the Holding Facility, they will be released on an appearance ticket or transported to the Ontario County Jail for arraignment.

H. Prisoner Escape Procedures

1. In the event of a prisoner escape, Officers shall:
 - a. Immediately notify the E911 Center of the escape and provide:
 - i. A description of the escapee and any accomplices;
 - ii. Direction of travel;
 - iii. Charges for which the escapee was being held; and
 - iv. Other pertinent safety information (e.g., weapons) and any information that will assist in the recapture.
2. Notify the duty Supervisor, who shall coordinate efforts for recapture.
3. Officers **will not** leave other prisoners unattended to pursue the escaped prisoner.
4. The Chief of Police and Department Lieutenant(s) shall be notified of the escape.
5. The Officer involved with the incident will complete a report detailing the circumstances of the escape.

I. Holding Facility Training

1. All personnel having the responsibility for detainees in custody, shall receive training in the operations of the holding facility, to include fire suppression and any equipment provided. Such training shall be accomplished as part of In-Service and/or Roll-Call Training.

J. Departmental Reporting

1. The Department will report to the Commission of Corrections via NYS E-Justice, any death, injury or illness requiring hospitalization: civil or natural emergency; or disturbance involving a prisoner.
2. The Department will report to the Commission of Corrections via NYS E-Justice, the number of prisoners that are detainer during the previous calendar year. This report

VII. HOLDING FACILITY OPERATIONS (CONT.)

will be submitted prior to January 15th.

K. Construction / Renovation

1. Any construction and/or renovations of the detention facility **MUST** be viewed and approved by the Commission of Corrections **PRIOR** to any work being undertaken.

L. Variance

1. The Chief of Police or his designee may apply to the Commission of Correction a variance to requirements of 9 NYCRR Part 7500 when:
 - a. Compliance with a specific rule or regulation cannot be achieved by the effective date of such rule or regulation;
 - b. Due to temporary condition or situation, compliance with a specific rule or regulation cannot be achieved; or
 - c. Compliance is to be achieved in a manner other than that which is specified in a rule or regulation until such time as compliance with such specific rule or regulation can be achieved.

Approved By

MICHAEL J. PASSALACQUA
CHIEF OF POLICE

**ATTACHMENT A*