

DUNCANVILLE POLICE DEPARTMENT REGULATIONS

SUBJECT: Lockup and Holding Facility	SECTION: 9.01
EFFECTIVE DATE: September 1, 2019	APPROVED:
AMENDS/SUPERSEDES: Reg. 9.01 ISSUED: March 2, 2018	Robert D. Brown, Jr. Chief of Police

I. PURPOSE

The purpose of the holding facility procedure is to establish policies and procedures for the effective administration of the holding facility. Such policies and procedures shall cover, but not be limited to the following: Management, Security, Detainee's Accounting, and Control of the Holding Facility.

II. SUPERVISION AND ENFORCEMENT

Primary responsibility for the operation, administration, and management of the holding facility rests with the designated watch commander. Each watch commander has the responsibility for on-going operation, administration, and management of the holding facility during their shift. In the watch commander's absence, the patrol sergeant on duty assumes responsibility.

III. ORGANIZATION, MANAGEMENT AND ADMINISTRATION

Definitions of the following terms are provided for clarification and will be found throughout this regulation:

- A. Holding Facility - A temporary confinement facility for which the custodial authority is usually less than 72 hours and where Detainees are held pending release, arraignment, adjudication, or transfer to another facility.
- B. Physical Plant - The physical confines of the holding facility. The reception area of the facility, the sally port, holding cells, vestibules, and related spaces are included.
- C. Essential Personnel - All personnel who have duties in the daily operations of the holding facility to include, but not limited to, all sworn personnel, and public service officers (PSO) of the Duncanville Police Department. **TPCA 10.06**
- D. Detainee - A person who having been taken into custody, is held in a holding facility for not more than 72-hours. Such persons are held in the holding facility pending arraignment, release, adjudication, or transfer to another facility.
- E. Non-Essential Personnel - Members of the Duncanville Police Department who are not listed as essential personnel. **TPCA 10.06**
- F. Contraband - Items that are not permitted within a holding facility because of their illegality or possible use to disrupt security measures within the facility.

- G. Book-in - A procedure for admitting to a holding facility a person charged with an offense; includes searching, fingerprinting, photographing, medical screening, collecting personal history data, and inventorying and storing a person's property.
- H. Book-in Officer - The PSO or arresting officer.
- I. Unauthorized Personnel - Any person(s) who are not a member of the Duncanville Police Department.

IV. HOLDING FACILITY OUTLINE

- A. Sally Port - The sally port is located on the north side of the police building. The sally port is designed to be entered by way of the west overhead gate and exited by way of the east overhead gate. The gates should be closed at all times except when someone is entering or leaving the sally port area. It is the responsibility of each employee to secure the door when left unsecured.
- B. Corridors - The central holding facility area has two points of entry and exit, referred to as corridors or vestibules. The holding facility corridor is the passageway to and from the central holding facility area by way of the sally port. The station corridor is the passageway to and from the central holding facility area by way of the main police building. The corridor doors will be closed and locked at all times unless personnel are entering or exiting the holding facility.
- C. Holding Facility Cells - The holding facility cells are located in the central holding facility area. The individual holding facility cells are number 1 10. A holding cell or "detox tank" is also located in the central holding facility area.
- D. Control Center - An electronic holding facility control center is located in the center of the holding facility. All holding facility doors with the exception of the east/west sally port gates may be electronically opened using the control center electronic system. Holding facility security and lighting systems are located in the control center. The door to the control center is to remain closed and locked when not in use by essential personnel.
- E. Shower Facility - A separate enclosed shower and rest room facility is located in the central holding facility area. The controls to the shower are located on the adjacent wall to the book-in desk outside of the rest room area.
- F. Detainee Booking Area - The detainee booking area is located in the central holding facility area provided for administrative processing and detainee property storage.
- G. Storage Room - The storage room is located in the central holding facility area. The storage room contains supplies for the holding facility such as detainee blankets and holding facility clothing, cleaning equipment and supplies and other holding facility related supplies.

V. HOLDING FACILITY SECURITY FEATURES

- A. Video Cameras - Video cameras are positioned throughout the holding facility. The video cameras are positioned to record all activities specific to common areas, i.e.,

book-in area, hallways, sally port and vestibules. Video cameras are not installed in individual cells, storage rooms or shower area. The video recording equipment is located in the control room. For procedures specific to the maintenance and/or viewing of video recordings refer to Section I of the Duncanville PSO manual located in the Police Common Folder under PSO Information.

- B. Holding Facility Door Control Panel - The Holding Facility Door Control Panel is located in the Control Room. The panel board consists of rows of red and green lights. Each set of lights designate a particular door within the holding facility area including cell doors. When all holding facility doors are closed the panel board displays solid rows of green lights. When any holding facility door is open or not properly closed a red light is displayed for the appropriate door. The system also contains a security feature for electronically opening all the cell doors at the same time. Should a need arise for the "gang release" the PSO or Officer can perform the function. This function is performed by insertion of a key into the panel board and activating the system. The key is attached to a chain located on the control panel. The following information outlines additional functions of the Holding Facility Door Control Panel. A set of red and green lights on the control panel designates all cells, corridors, and visitor room doors. A red light is displayed when a cell door is open or not secured. Green lights are displayed when all doors are properly secured. One additional function provided by the control panel board is the electronic opening of all cell doors, corridor doors, the detoxification tank, and visitor room doors. A button is located next to each set of red and green lights which when depressed will electronically open the corresponding cell door, corridor door, detoxification door, visitor room door. The corresponding cell number is posted next to each set of red and green lights for easy identification. Other doors are also identified on the control panel. The Holding Facility Door Control Panel is located in the central holding facility area in the control room. ***TPCA 10.05***
- C. Cell Lighting Control Panel - The cell lighting control panel is located in the control center. The panel controls lighting for individual holding facility cells, detoxification cell, and the sally port.
- D. Control Center Key Box - The control center key box is located in the control center and contains a key to the control center, a key to the doors containing the plumbing to each cell, and various tools essential to the maintenance of the holding facility. ***TPCA 10.05***

VI. HOLDING FACILITY OPERATIONS/TRAINING

The watch commanders, training officer, and other supervisors will be responsible for ensuring that their personnel receive training on the operations of the holding facility. The extent and depth of the training will be based on the employee's responsibilities directly relating to the operations of the holding facility.

- A. The following personnel are considered to have direct responsibilities relating to the operation of the detention facility.
 - 1. All commissioned personnel, and;
 - 2. All civilian public service officers.

- B. The following personnel are considered to have indirect responsibilities relating to the detention facility:
 - 1. Civilian records clerks, secretaries, and auxiliary service personnel.

- C. Coordination of training will be done through the watch commander's office.
 - 1. Personnel having direct responsibilities:
 - a. Physical operating characteristics of the facility
 - b. Emergency evacuation procedures
 - c. Panic alarm procedures
 - d. Panic alarm response procedures
 - e. Use of fire safety equipment
 - f. Use of emergency first aid equipment
 - g. Use of emergency rescue equipment
 - h. Book in and release procedures
 - i. Use of force
 - j. Hands on physical control
 - k. Prisoner and facility searching techniques
 - l. Care and hygiene of detainees and facility
 - m. Weapons safety and security
 - n. Facility access of non-essential personnel
 - 2. Personnel having indirect responsibilities:
 - a. Overview of physical facility and operating procedures
 - b. Overview of emergency evacuation procedures
 - c. Panic alarm response procedures
 - d. Use of Force
 - e. Physical restraint equipment and procedures*
 - f. Hands on physical control*
 - g. Prisoner searching techniques*
 - h. Electronic monitoring of facility*

VII. HOLDING FACILITY ACCESS/NON-ESSENTIAL PERSONS

Non-essential or unauthorized persons may not be admitted to the holding facility unless accompanied by essential personnel. In an emergency situation, only essential personnel shall have access to the facility. Medical personnel may be admitted to the facility when any person within the facility makes a request for medical assistance. When the holding facility houses detainees, unauthorized persons will not be allowed access unless it is for the explicit purpose of maintenance or repair to the facility. **TPCA 10.06**

VIII. SAFEGUARDING DETAINEE'S RECORDS

The Duncanville Police Department will comply with the State of Texas Open Records Act. Detainee records will be handled in accordance with the procedures outlined in the Records' section general procedures and security.

IX. PHYSICAL PLANT

The City of Duncanville holding facility provides the following minimum conditions for detainees:

- A. Lighting of at least 20 foot candles.

- B. Circulation of fresh or purified air in accordance with local public health standards.
- C. Access to a toilet, wash basin or shower, and drinking water.
- D. A bed and bedding for each detainee held in excess of eight hours.

X. DETAINEE RIGHTS

- A. Detainees shall be arraigned before ~~the city a~~ magistrate as soon as possible following arrest. Normally such arraignment takes place during Day Shift (6am – 6pm), but may take place whenever ~~the city a~~ magistrate is notified that detainee(s) are being held in the holding facility.
- B. A detainee's opportunity to make bail/bond shall not be impeded.
- C. A detainee has the right to consult with his/her attorney in a confidential manner and essential personnel shall make effort to respect that right of consultation.
- D. There is a pay phone in each cell, which allows unlimited use. The phone calls are made on a collect call basis. Detainees will only be permitted to make collect phone calls from the pay phones located in the cells during normal operations and circumstances. Essential personnel will not monitor calls made by detainees unless there is a reasonable belief those such conversations threaten the security of the holding facility or that a crime is about to occur. Such belief must be supported by facts that can be articulated by the person monitoring the call(s). There is an on/off switch outside of each cell that controls the power to each phone allowing essential personnel to control phone privileges.
- E. The following schedule of feeding times of detainees during respective watches is as follows;
 1. Breakfast meal between 5:00 a.m. and 6:00 a.m.
 2. Lunch meal between 12:00 p.m. and 1:00 p.m.
 3. Dinner meal between 5:00 p.m. and 6:00 p.m.

The on duty PSO will be primarily responsible for the feeding of detainees. In the event a PSO is not on duty then the on-duty watch commander or patrol sergeant shall assume responsibility for the feeding of detainees. Only plastic utensils will be issued to detainees at mealtime and all utensils will be accounted for at the conclusion of mealtime. When a detainee is fed, it shall be annotated in the jail log, as well as the time the meal was provided.

- F. The right of people to be secure in their persons, houses, papers, and effects, against unreasonable search and seizures shall not be violated.
- G. No person **shall** be compelled in any criminal case to be a witness against himself, nor be deprived of life, liberty, or property, without due process of law, nor shall private property be taken for public use, without just compensation.
- H. The accused shall enjoy the right to a speedy and public trial, by an impartial jury of the state and district wherein the crime shall have been committed and to be informed

of the nature and cause of the accusation; to be confronted with witnesses against him and to have the assistance of counsel for his defense.

- I. Excessive bail shall not be required, nor excessive fines imposed, nor cruel and unusual punishments inflicted.
- J. No state shall deprive any person of life, liberty, or property, without due process of law, nor deny any person within its jurisdiction the equal protection of the laws.

XI. PROHIBITIONS AGAINST DETAINEE ABUSE AND MISTREATMENT

- A. No employee of the Duncanville Police Department shall intentionally subject a person in custody to bodily injury knowing his conduct is unlawful; deny or impede a person in custody in the exercise or enjoyment of any right, privilege, or immunity knowing his conduct is unlawful.
- B. No employee of the Duncanville Police Department acting under color of office shall intentionally subject another to mistreatment, arrest, detention, seizure, dispossession, assessment, or lien that he knows is unlawful; intentionally deny or impede another in the exercise or enjoyment of any right, privilege, power, or immunity, knowing the conduct is unlawful.

XII. WEAPON STORAGE AND CONTROL *TPCA 10.21*

No weapons are allowed in the cell areas of the holding facility, except for OC spray.- Weapon boxes have been placed inside the vestibule leading from the sally port to the book in area and outside the vestibule door in the police station. Weapons will be placed within these gun boxes and storage key retained by the person leaving the weapon inside the box. However, should an emergency situation which threatens the security of the holding facility arise or persons therein and the need for armed officers exists due to the circumstances, then officers would be permitted to carry weapons into the facility.

XIII. CELL ENTRY

Officers or PSO's will not enter an occupied cell alone. Should it become necessary, at least two officers or a PSO and an officer will enter an occupied cell. An exception to this rule is in the event of a life-threatening situation when an immediate response would be necessary.

XIV. KEY CONTROL *TPCA 10.16*

- A. The master set of holding facility keys will be stored in the Sgt/Lt office in the filing cabinet. The primary holding facility keys will be stored in the sergeant's office top desk drawer, or on the person of the on duty PSO. The secondary holding facility keys will be stored in the watch commander's office filing cabinet.
- B. Holding facility keys will not be removed from the police station. All keys shall be marked and a written inventory maintained. Inventory shall include all keys and a description of the key's function.
- C. All holding facility doors should be kept locked. This includes doors to vacant units, unoccupied cells, and storage rooms when not in use.
- D. Prior to a detainee being placed in a cell, the PSO, or other holding facility personnel shall check the cell for weapons, contraband, drugs, etc. Once the check has been

made the detainee may be allowed into the cell. No detainee will be placed in a cell unless he/she has been thoroughly searched. After a detainee has been released from custody then the cell should be checked again for damage, weapons, contraband, drugs, etc.

XV. TOOLS AND CULINARY EQUIPMENT

- A. Tools that are brought into the holding facility for maintenance purposes will be removed at the completion of the work. The PSO/holding facility personnel will make sure that tools are removed and that such tools are not accessible to detainee(s). Should an occupied cell require maintenance or repair, the detainee should be moved to another cell. After repair work is completed, the PSO or other holding facility personnel shall inspect the cell before it is reoccupied.
- B. Only plastic utensils will be issued to detainee(s) at mealtime and all utensils will be accounted for at the conclusion of mealtime.

XVI. SECURITY INSPECTION OF HOLDING FACILITY *TPCA 10.18*

- A. A primary duty of the PSO on duty shall be a security inspection of the holding facility. Security checks shall be conducted at half hour intervals, unless a PSO is absent and patrol is at minimum staffing, then checks will be completed a minimum of every hour. However, when the holding facility houses a detainee who poses a known security risk then such security check shall be made at 15-minute intervals. All security inspections/checks shall be posted on the appropriate log. If no PSO is on duty then the watch commander or patrol sergeant shall be responsible for the security inspection of the holding facility. Daily holding facility inspections include:
 - 1. Doors are secured and working both electronically and manually.
 - 2. Property and equipment are stored properly within the entire holding facility.
 - 3. Three sets of holding facility and cell keys are accounted for.
 - 4. Holding facility lighting systems are functioning properly with a minimum lighting of at least 20 foot candles (a unit for measuring illumination; a foot candle is equal to the amount of direct light thrown by one standard candle on a surface one foot away.)
 - 5. Cameras, monitors, audio and video security systems are functioning properly.
 - 6. Individual cell inspection for damage and defacing.
 - 7. Inventory of book in and jail supplies.
 - 8. Inventory of clean blankets and food for detainees.

XVII. PROCEDURES IN EVENT OF ESCAPE *TPCA 10.17*

Proper holding facility procedures as indicated in this directive can deter the remote possibility of an escape. However, should an escape occur then the following procedures should be followed:

- A. The dispatcher should be notified as soon as possible by holding facility personnel.
- B. Holding facility personnel should provide as much information as possible to the dispatcher to include a description and identity of detainee.
- C. Holding facility personnel will secure the facility.

- D. Dispatch will alert on duty officers of the escape and advise officers of the complete description and identity of escapee. Officers should also be advised of the type of charges the escapee was being held on.
- E. The on-duty watch commander will organize the search for escapees and notify the chief of police and his assistant. Should the escape occur after hours or on weekends or holidays and there is no on duty watch commander or patrol sergeant, then the acting supervisor shall notify the on-call watch commander, the chief of police, and his assistant. Also, CID officers shall be notified and respond to the station.
- F. It will be at the discretion of the watch commander on duty to notify other agencies should the facts and circumstances at hand warrant such notification or assistance from other agencies.
- G. A detailed written report shall be submitted by holding facility personnel to include all circumstances and facts pertaining to the escape. Included in this report should be a damage assessment, if any, to the holding facility and any injuries sustained during the escape. The on-duty watch commander at the time of the escape shall be responsible to ensure that such written report is submitted to the chief of police as soon as possible.
- H. Whether or not the escapee is apprehended, a briefing will be held so that all personnel involved in the search for the escapee are made aware of the facts and circumstances of the escape.

XVIII. INCIDENT REPORTS

A written incident report will be required in the event of any emergency situation which threatens the security of the holding facility or any person(s) therein. It shall be the responsibility of the on-duty watch commander to ensure that such report is submitted in a timely manner. Emergency situations may be reported verbally, but the written report will be completed as soon as possible.

XIX. MASS ARRESTS *TPCA 8.07*

Off duty personnel may be called to assist in the arrest and transport of detainees to the holding facility. Should the number of arrests exceed the cell capacity of the holding facility, then detainees should be housed in the detox cell and doubled up, if the need arises, until transfer arrangements can be made with the Dallas Sheriff's Office (DSO). Depending on the charges, DSO may or may not be able to accept all detainees. The on-call city magistrate shall be advised by dispatch of the arrest situation. Detainee(s) charged with a Class B offense or above may be released after their identity has been verified and subsequently charged on an at large basis. Detainee(s) charged with a Class C Misdemeanor may be released on personal recognizance; may be given a citation and allowed to post bond; etc.

XX. HOLDING FACILITY SECURITY AND CONTROL

A. Legal Points

- 1. A peace officer, jailer, or guard employed at a municipal or county holding facility, or a guard or correctional officer employed by the Texas Department of Corrections is justified in using force against a person in custody when and to the degree the peace officer, jailer, guard, or correctional officer reasonably

believes the force is necessary to maintain the security of the penal institution, the safety or security of other persons in custody or employed by the penal institution, or his safety or security.

2. A peace officer is justified in using force, but not deadly force, against another when and to the degree he reasonably believes the force is immediately necessary to prevent the other from committing suicide or inflicting serious bodily injury to him.

B. Transporting Detainees. (Other Agencies)

1. When officers are transporting detainees to another agency or picking up detainees from another agency, officers will use the "belly chains", plastic insert for cuffs, and leg restraints, or combination thereof at his or her discretion.
2. This equipment will be used when restraint is required of a detainee in the detoxification cell.
3. The equipment is located in the storage/utility closet

XXI. IN-COMING DETAINEE *TPCA 10.05*

The PSO is responsible for monitoring the radio.

A. The transporting unit will enter west entrance.

1. Prior to entering the holding facility, the arresting officer or transporting officer shall systematically search the detainee. The search should be thorough to ensure officer and holding facility safety. Whenever practical, an officer or PSO of the same gender as the prisoner shall conduct the search. If an officer or PSO of the same gender is not available, then the arresting officer shall search the prisoner as thoroughly as necessary to ensure the safety of the officer and prisoner. When an opposite sex search is conducted, it should be done in the presence of another employee, and recorded by either an MVS or jail video system, if at all practical. When feasible, an officer or jailer from another agency may be utilized to conduct a search, but other agency personnel should only be used at the arrest scene, or at a jail/PD, either ours or theirs. Officers should refrain from transporting prisoners to locations other than a jail/PD to meet another agency officer.

B. Detainees from Other Agencies

Before a detainee may be received from another agency, it is necessary that the person presenting the detainee at the holding facility have sufficient identification. If unknown, the person presenting the detainee for detention should be required to produce a badge and commission card (preferably with a photograph) or other credentials which certify his or her authority to make the commitment.

C. Two employees will be present during the book in procedure. This may include a combination of personnel.

1. Two officers, or
2. One officer and a PSO.

D. Supervisory Responsibility

1. Ensure two employees are assigned to the book in process.

2. Arrest review.
 - a. Determine legal detention. (If applicable)
 - b. Existence of probable cause.
 - c. Arrest authority.
 3. Detainee evaluation.
 - a. Injured or sick.
 - b. Risk to himself or others.
 - c. Escape risk.
- E. Entering the Holding Facility
1. Arresting officer stands by secured detainee either in square or at the rear holding facility corridor door.
 2. Second officer enters station by way of the back door, secures officer holding facility keys, disposes of weapon in station corridor gun lock box, enters holding facility by the station corridor door, and opens holding facility corridor doors, receives the detainee from the arresting officer. The arresting officer disposes of weapon in the holding facility corridor gun lock box. The detainee is positioned in front of the book in desk.
 3. The PSO staff may be inside the holding facility area or in the station. If a PSO is on duty, the PSO will meet the officer in the sally port to help escort the detainee into the holding facility. A PSO may assist in all phases of detainee processing.
- F. Book in Process *TPCA 10.10*
1. Detainee will be positioned in front of the book in desk.
 - a. cursory search and personal property inventory. Those items that may be retained by the detainee during his/her stay in the holding facility are:
 - (1) One layer of clothing worn by the detainee with the exception of jackets, coats, hats, stockings or panty hose, bandannas, headdress or bra. Bras and pantyhose should be taken from detainees. The detainee will be informed that they must take these items off. **If available, all detainees will be provided a jumper to put on and said jumper will be returned prior to release of occupying detainee.**
 - (2) Detainees may be allowed to keep any soft-soled shoes, as long as any shoelaces are removed. Hard-soled shoes will be put into the detainee's property. (Soft soled are tennis shoes, etc. Hard soled are cowboy boots, high heels, etc.)
 2. All property taken from a detainee during processing within the holding facility shall be recorded in JMS on the Detainee Property Record. Detainee will be required to sign for all property taken from him/her during processing into the holding facility. Should the detainee refuse to sign the Detainee Property Record, then it should be noted on the report "refused." Such refusal should be witnessed by more than one person.
 3. Property, which is taken from a detainee during processing, should be placed in the secured storage located behind the book in desk. Property should be clearly marked and identified prior to placing in storage bins. Jackets, coats,

sweaters, etc., should be clearly marked and hung on the appropriate hanger that corresponds with the cell coat rack.

- G. Book-in Procedure/Incoming Detainee(s)
1. An arrest report will be completed for every person booked into the holding facility and shall contain the following information to the extent permitted by law.
 - a. Arrest information
 - b. Apparent physical condition
 - c. Property inventory and disposition
 2. The arrest report should be filled out completely and is self-explanatory. Fill out the narrative to include the elements of the offense, which prompted the arrest in the JMS System.
- H. Strip Search *TPCA 10.14, 10.15*
1. Review legal requirements.
 2. Never perform in the field. Conduct inside assigned cell or dressing room adjacent to book in desk.
 3. Must be approved by the on-duty supervisor and documented in the arrest report.
 4. Employ two personnel of the same sex. If two people of the same sex are not available, one person of the same sex as the detainee will be used.
 5. Use visual inspection technique. While in the holding facility a detainee may be strip searched as long as there are articulate facts supporting a reasonable suspicion to believe that the detainee may be in possession of contraband, a weapon, or evidence of a crime. A written, itemized inventory will be made of all property taken from a detainee. This includes property, which constitutes evidence of a crime.
- I. Body Cavity Searches *TPCA 10.15*
1. Body cavity searches are never conducted in the field and if requested and approved, are only conducted by competent medical personnel. If an officer has probable cause to believe a body cavity search is needed to detect weapons, drugs, or other contraband, the following procedures apply:
 - a. The on-duty supervisor is notified.
 - b. A search warrant is obtained.
 - c. The detainee is transported to an appropriate medical facility.
 - d. The search is conducted by the on-duty emergency room physician, while officers stand by to take control of any evidence and provide security to the physician conducting the search.
 - e. Body cavity searches are documented in the arrest report and will detail the location and persons present during the search, and the results of the search. A copy of the arrest report, along with a copy of the search warrant and affidavit will be forwarded to Police Administration for review and filing.
- J. Detainee Photographs
- Photographs will be taken of all detainees' faces and tattoos (if applicable) at the time of booking in the JMS System.

- K. Assigned Cells
1. Inspect cell for damage and contraband.
 2. Male adult detainee cells 1 through 6. **TPCA 10.04**
 3. Female adult detainee cells 7 through 10. **TPCA 10.04**
 4. Detox Cell - A detainee under the influence of alcohol or other drugs or who is violent or self-destructive shall be placed in a cell by himself and be closely observed. Such observation is necessary to ensure the potential for injury is minimized. If necessary such detainees exhibiting self-destructive or violent behavior should be restrained. For in-custody medical transport of prisoners, a police officer will accompany medical personnel to the hospital and remain until detainee is admitted to the hospital.
- L. Jail Blankets
A detainee may receive a blanket at the time of booking along with a cup for water.
- M. Detainee Showers and Clothing.
1. Detainees held over 48-hours.
 2. Case by case depending on detainee condition.
- N. Arrest Reports, Warrant(s), and Printouts (City Charges)
1. Booking Report, Detainee Medical Screening, Detainee Property Record, Fingerprint Card, and CJIS Form (if charge is Misdemeanor B or above, Warrant Confirmation(s), Plea Form with copy of warrant(s) (original warrant needed before judge will see detainee). If put in jail on a ticket (Personal Bond with ticket paper clipped to it is needed).
- O. Completed Arrest Reports, Original City Warrant(s), and Printouts (detainees Released), (City Charges)
1. Booking Report, Detainee Medical Screening, Detainee Property Record, Fingerprint Card, CJIS Form (if charge is Misdemeanor B or above, Warrant Confirmation(s). Property Released Form and Detainee Released Sheet will be attached and all paperwork will go into the tray in the Sgt/Lt Office in the Records Tray.
 2. Original warrant(s) on bond outs placed in "court tray in the Sgt/Lt Office. If bond money was taken, the original warrants and/or copy of warrant are included in the envelope with the bond money, as well as a copy of the booking report. When the bond money is sealed with the above documents in an envelope, it is then deposited in the safe in the Records Office.
- P. Paperwork for our County Charges (Before Probable Cause Hearing).
1. Booking Report, Detainee Medical Screening, Detainee Property Record, Fingerprint Card, CJIS Form (if charge is Misdemeanor B or above, Warrant Confirmation(s).
- Q. Paperwork for our County Charges (After Probable Cause Hearing).
1. Booking Report, Yellow warrant, copy of warrant, Affidavit, (Felony Arraignment Information Sheet, (if Video Arraigned – Election of Council Form, Arraignment Sheet, Instruction Relating to Preliminary Initial

Appearance) (if EPO – Emergency Protection Order, Application for Magistrate’s Order for Emergency Protection Family Violence Arrest, Magistrate Order for Emergency Protection) ~~Copy of Warrant, Copy of Affidavit, Copy of Warrant, Copy of Affidavit to CID desk.~~ Copy of Warrant, Copy of Affidavit to be placed in the Court Tray in the Sgt/Lt Office. Copy of warrant, Original Affidavit to be attached to the Booking paperwork in the jail to be placed in the Record Office once transferred to County (DSO)

R. Paperwork for Other Agency Warrants

1. Booking Report, Copy of warrant(s)

S. Arrest for Certain Felony Offenses/ DNA Collection (Government Code 411.1474)

1. During the book in process the Arresting Officer is required to collect a DNA sample (Buccal Swab) from persons arrested for certain Felony Offenses (see below). This applies to the “*initial*” arrest only. The arresting officer should first run the arrested persons Criminal History and determine if there is already a DNA sample on file. If there is a sample on file already, officers should *not* collect a DNA sample

- | | | |
|--|-----------------------------|--|
| - Murder | - Indecency with a Child | - Promotion of Prostitution |
| - Capital Murder | - Assault | - Aggravated Promotion of Prostitution |
| - Kidnapping | - Sexual Assault | - Compelling Prostitution |
| - Aggravated Kidnapping | - Aggravated Assault | - Sexual Performance by a Child |
| - Smuggling of Persons | - Aggravated Sexual Assault | - Possession or Promotion of Child Pornography |
| - Continuous Smuggling of Persons | - Prohibited Sexual Conduct | |
| - Trafficking of Persons | - Robbery | |
| - Continuous Trafficking of Persons | - Aggravated Robbery | |
| - Continuous Sexual Abuse of Young Child or Children | - Burglary | |
| | - Theft | |

2. The DNA collection kits are in the jail in the form of a sealed and numbered envelope. Each kit contains everything needed to collect the DNA sample and instructions on how to do so. The person collecting the DNA sample will follow the provided instructions and prior to sealing the envelope, place a copy of the LiveScan CR-45 ten-prints card inside the envelope. The sealed envelope will then be entered into evidence with the service number, written clearly, on the envelope and a voucher shall be completed.
3. If an Officer makes the (*initial*) arrest for one of the felony charges mentioned above for an outside agency warrant, they are still required to obtain the DNA sample. The process will remain the same however an Officer will have to create an RMS report Info-only confiscated property, fill in the necessary information and complete a voucher.
4. If the arrested person refuses to allow the collection of a DNA sample the arresting officer will complete a search warrant (see attached) and present it to the Magistrate for consideration.
5. Officers are required to watch the associated training video, via a departmental accountability platform, demonstrating the proper techniques for using the Buccal Swab kit to collect the DNA sample.
6. <http://www.dps.texas.gov/crimelaboratory/codis/buccalswab.htm>



DNA Search
Warrant Judge Sign



DNA Search
Warrant Blank.doc



Texas CODIS
information and req

XXII. OUT-GOING DETAINEES

A. Cell Inspection

1. Inspection cell for damage or contraband.
2. Issue citation for reckless damage if warranted.
3. Notify on-duty supervisor

B. Detainee Release *TPCA 10.10*

1. Prior to releasing a detainee, the releasing officer will positively identify the prisoner by comparing the book-in photo with the prisoner or by comparing the detainee's fingerprints with those taken at book-in. No prisoner will be released if there is any question about the prisoner's identity. *TPCA 10.11*
2. When a detainee is to be released from custody, all property with the exception of an evidentiary property taken away from the detainee at book in and annotated on the Detainee Property Sheet will be returned to the detainee. Detainee shall sign for property returned on the Detainee Property Sheet. When a detainee is to be transferred to another agency, then detainee's property shall be compared to that on the Detainee Property Release Sheet and detainee shall sign the Detainee Property Release Sheet acknowledging receipt of his/her property. Any discrepancies regarding property returned shall be reported to the watch commander on duty as soon as possible.
3. Place copy of citations, pound slips, and bond receipts into the detainee property bag.
4. Release detainee out east sally port door if released to self and/or transporting agency.

C. Exiting Sally Port Police personnel exiting in vehicles will use remote gate openers.

XXIII. MUNICIPAL BOND OUT PROCEDURES (COURT HOURS)

- A. Bonds are received, and receipts written by a municipal court clerk.

XXIV. MUNICIPAL BOND OUT PROCEDURES (AFTER COURT HOURS)

- A. City Warrants, Confirmations, and Teletypes – PSOs/officer shall request a copy of warrant(s) to be faxed to the jail, and handle accordingly ((if Cash Bond fill out form in Cash Bond Book, put Booking Report, warrant(s) and money in a cash bond envelope and place in safe located in Records. If required, send message to CAD and have them send TTY to agency holding detainee. If in Duncanville Jail, release and give copy of cash bond to the detainee. If detainee in another jail and family/friend comes to jail to pay fine, write the name of the agency the person is in on the signature line and give yellow sheet to family/friend).
- B. The PSOs/ officer shall fill out the necessary paperwork and place in proper location, (if Cash Bond fill out form in Cash Bond Book, put Booking Report, warrant(s), money in envelope and drop in safe in Records. If need be send message to CAD and have them send TTY to agency holding detainee, if in Duncanville Jail, release, and give copy of cash bond to the detainee. If detainee in another jail and family/friend

comes to jail to pay fine, write the name of the agency the person is in on the signature line and give yellow sheet to family/friend.).

- C. The release method is noted in JMS, and papers placed in court tray in the Sgt/Lt. office.

XXV. PRESENTING PROBABLE CAUSE WARRANTS TO MAGISTRATE

- A. The supervisor on duty at the time the warrants and affidavits are completed will be responsible for their approval. The C.I.D. Sergeant will approve At Large warrants from C.I.D. if on duty.
- B. City magistrate appearances generally are between 8:00 a.m. and 6:00 p.m. The supervisor or designee is responsible for presenting detainees, warrants, affidavits, and other magistrate warnings to the appearing magistrate. The hearing will be conducted at the book in desk, visiting room or at individual holding facility cell doors.

XXVI. REMOVING DETAINEES FROM CELLS

- A. Officers will not enter an occupied cell alone.
- B. When detainee is removed from the cell for any reason other than release from custody, the detainee will be handcuffed.
- C. Detainees that pose a security or assault risk must be handled by a police officer.
- D. Detainees removed from cells to interview rooms must be removed from the holding facility area by a police officer.
- E. Detainees detained in interview rooms must be under constant observation by a police officer.

XXVII. DETAINEE RELEASE AUTHORITY

- A. Detainees are released by documents, bond, etc., below are common dispositions for releases:
 - 1. D.S.O. Writ.
 - 2. Posting cash bond.
 - 3. Personal recognizance.
 - 4. Signing citation.
 - 5. Release to other agency.
 - 6. Release lack of evidence and/or pending investigation.
 - 7. Trial and release by judge pending fine or appeal.
 - 8. Trial and release by judge served time for fine.
 - 9. Release to competent person at a hospital.
 - 10. Release to parent. (Juvenile).
 - 11. Transfer to juvenile authority. (Juvenile).

XXVIII. DETAINEE ACTIVITY NOTATIONS

- A. Special circumstances involving detainees will be noted in the detainee's arrest report).
 - 1. Medicine received and issued to a detainee.

- a. Any medication given to a detainee will be at the direction of the watch commander or patrol sergeant or PSOs on duty.
 - b. Medication will be stored in the detainee's personal property and secured in the same manner as property described in Section XXI (F) (3). Medication requiring refrigeration will be stored in the refrigerator in the holding facility control room. ***TPCA 10.13***
 - c. Prescription medication may be given to a detainee only if the prescription is in a clearly labeled prescription bottle/container that bears the name of the detainee.
 - d. There must also be clear directions regarding how the medication(s) are to be taken. (Example: how many pills, how often - every 4 hours, etc.)
 - e. When medication is given to detainees, the jail log shall be used to document the type medication given, the dosage of medication and the date/time medication was given.
2. First aid administered to a detainee.
 3. Feeding times
 4. Contact with attorney
 5. Other important events

XXIX. INJURED DETAINEES *TPCA 10.12*

A patrol supervisor will be notified immediately any time a detainee appears injured makes a statement concerning being injured, or requests medical attention.

- A. The supervisor will contact the fire department in all cases of injury except of a very minor nature. All PSOs and police officers within the Duncanville Police Department shall be trained and certified in elementary first aid. A first aid kit will be maintained in the holding facility. The first aid kit shall be inspected on a weekly basis and replenished as necessary. PSOs shall document the weekly first aid kit inspection in the holding facility logbook.
- B. After reviewing the condition of the detainee, if in the supervisor's opinion, or in the opinion of the fire department representative, or at the request of the detainee for transport to a hospital, the detainee shall be transported to a hospital. Detainees in police custody normally will be transported to Parkland Hospital. Detainees who are released from custody may be transported to hospitals in accordance with fire department rules and regulations.
- C. All detainees reporting injury or illness, or who appear to be injured or ill will be assessed by fire department personnel before being assigned to a cell.
- D. All injured or ill detainees assigned to cells will be checked every 30 minutes and such checks will be documented.
- E. Supervisors will consider release alternatives in cases of severe injuries.
- F. On the arrest report "Detainee Condition" should satisfy the medical screening required for accreditation if the following inquiries are made:
 1. What is the current health of the detainee?
 2. What medications does the detainee take? When? Last Dose? Physician?

3. Behavior, including state of consciousness and mental status.
4. Body deformities, trauma markings, bruise, lesions, jaundice, ease of movement, etc.

The PSO or officer shall make sure this medical screening takes place before a detainee is placed in a cell. If a detainee refuses to provide such information then an effort should be made to explain to him/her that the information is for his/her benefit. Should a detainee still refuse the information, then document "refused" in the jail log. Any medical assistance received by the detainee should be noted in the jail log for the detainee. This should include the date/time of assistance; who treated the detainee; or if the detainee was transported to a medical facility and by whom.

XXX. SUPERVISION OF DETAINEES

- A. On duty personnel will maintain 24-hour supervision of detainees within the holding facility. A count of the detainee population will be made at least once during each ~~eight-hour~~ twelve-hour shift.
- B. A walk through of the holding facility for the purpose of observing detainee(s) will be done every half-hour. For those detainee(s) who are said to be violent, self-destructive or intoxicated, closer observation will be accomplished. The cell check log should be completed after each holding facility walk through. This log should reflect the time the holding facility was checked and the initials/badge number of the person who conducted the walk through.
- C. Activity in the holding facility may be monitored through audio/video electronic surveillance equipment. Unless a detainee is violent, self-destructive or intoxicated it is not necessary to monitor a specific detainee's activity. Sgt/LT Office is able to monitor the audio in each cell within the holding facility as well as the sally port and book in area, providing that activity permits.
- D. An employee who has reasonable suspicion to believe that a detainee will attempt to commit suicide, cause bodily injury to himself, escape, or damage city property will take certain precautions as appropriate.
 1. Notify a supervisor.
 2. Place the detainee in the detoxification cell.
 3. Use appropriate restraining techniques.
 4. Request medical evaluation by the fire department.
 5. Investigate personal history.
 6. Transport to the hospital.
 7. Remove all personal items from the detainee.
 8. Cell inspections each 15 minutes.
 9. Consider alternatives to custody.
- E. The holding facility accommodates both male and female detainees. During the walk through/security check of the facility, personnel should conduct themselves in a professional manner and shall not invade unnecessarily a detainee's personal privacy.

XXXI. DETAINEES DETAINED FOR MORE THAN 48 HOURS

- A. Issue holding facility clothing from holding facility storage room, store detainee clothes in marked plastic bag in holding facility storage room.

- B. Items of personal hygiene will not be furnished by the department. Such items will be received if furnished by friends or relatives.
- C. Follow listed schedule for meals and showers.
- D. Any and all packages received or brought to the holding facility intended for use by the detainee shall be inspected for the purpose of identifying possible contraband in order to maintain the security of the holding facility. Cash, checks, or money orders brought to the holding facility by visitors or other outside sources may be added to the detainee's property inventory, but receipt of such cash, checks, or money orders must be initialed by the detainee on his/her Detainee Property Sheet. Contraband are items that are not permitted within a holding facility because of their illegality (guns, knives, marijuana, etc.) or possible use to disrupt security measures within the facility.

XXXII. ATTORNEYS IN GENERAL TPCA 10.07

- A. An attorney will be permitted to see a detainee or talk to a detainee upon request.
- B. An attorney is required to present bar identification before being allowed to see the detainee in person.

XXXIII. VISITORS FOR DETAINEE TPCA 10.07

Visitors to the holding facility are not allowed direct contact with detainees. Prisoner visitation hours are from 10:00 a.m. to 11:00 a.m. and 5:00 p.m. to 6:00 p.m. on Tuesdays and Fridays. Detainees must be in the holding facility at least 48 hours before being allowed visitors. The time limit for visitations is 10 minutes. Visitors will meet with the detainee in an area to be determined by the watch commander. The name, address, and relationship of the visitor will be annotated on the detainee's jail log. All other visitation circumstances shall be at the discretion of watch commander.

XXXIV. SAFETY AND SANITATION

Fire prevention is the responsibility of all personnel authorized within the holding facility. All trash, waste paper, or debris is to be placed in the proper waste receptacle for removal from the holding facility. Per city ordinance 16B 5, there is no smoking in the holding facility.

- A. In the Event of Fire/Smoke The procedure shall be:
 Notify the communications center when fire or smoke is detected within the holding facility, dispatch will notify the fire department via tone alarm. The PSO or person on duty responsible for the holding facility shall be advised of the alarm by dispatch. Dispatch will also notify patrol and C.I.D. units. If fire/smoke is detected prior to alarm being activated then dispatch will be advised immediately of the location within the holding facility. The person discovering the fire/smoke shall attempt to contain and control the source if possible. When a fire alarm is sounded or activated, the holding facility will be on maximum security alert until the watch commander or patrol sergeant on duty advises dispatch that operations have returned to normal.
- B. Evacuation Procedure
 - 1. When fire, smoke, or other disaster has affected the holding facility, the dispatcher will:

- a. Notify the fire department by direct radio or phone contact;
 - b. Patrol units and patrol supervisors;
 - c. C.I.D. and other station personnel;
 - d. Assistant chief of police and chief of police
2. The fire department will enter the holding facility at the most practical entrance that usually being the sally port or the normal jail access from the police department hallway. The PSO, watch commander or patrol sergeant on duty will meet the fire department and provide as much information as possible about the fire's source/smoke situation. All means available should be used to expedite the fire department's arrival.
 3. Station personnel will assist in the evacuation of detainees. Detainees will be secured by restraints such as handcuffs, flex cuffs, or chain, if time permits, and such action does not jeopardize any person. Detainees will be brought into the sally port and then moved into the training room and watched by a police officer(s). Should the need arise for a complete evacuation of the building then the detainees should be restrained as indicated and removed to those police vehicles equipped with cages. Detainees will remain there until the danger has past and the watch commander or patrol sergeant on duty has issued the return to normal operations instruction. All detainees should be accounted for at time of evacuation and subsequently at the time of their return to the holding facility. The security of the holding facility and safety of those person housed within the facility shall not be compromised.
 - a. A cell gang release key is kept on the control panel for immediate use for evacuation. This key should be used only in the most extreme emergencies, as all cell doors will open immediately.
 - b. Detainees will be brought to the sally port area, in most cases, through the vestibule to the parking lot or to the police department. If power is lost and the sally port doors will not release, a manual raising of the gate will be done. These chains are to be pulled raising the gate. A smaller chain must first be pulled to activate the gate to be opened. This releases the clutch to put it in the down or up mode.
 4. After return to normal operations, a written report of the fire/smoke or other emergency incident shall be completed by the watch commander or patrol sergeant on duty and forwarded immediately to the chief of police. The report should include how the fire/smoke or other emergency started, date and time, injuries or deaths if any, damage survey, if needed, and, any other pertinent information.
 5. All exits are and shall be clearly marked with the holding facility. A fire evacuation plan shall be posted at different locations within the holding facility to ensure that such plan be seen. All personnel authorized to enter the holding facility shall be aware of the fire evacuation plan.

C. Fire Extinguisher

Fire extinguisher shall be located in easily accessible locations within the holding facility affording minimum opportunity for tampering. The number of fire extinguisher, the type, and the location of each shall be approved by the City of Duncanville Fire Marshal.

D. Inspection of Fire Extinguisher/Sprinkler System - Annual

An annual inspection of the fire extinguisher and sprinkler system by qualified personnel will be under the management of building services. Damaged fire extinguishers or any other equipment damaged or inoperable shall be immediately repaired or replaced.

XXXV. SANITATION INSPECTION OF HOLDING FACILITY TPCA 10.18

The PSO, in addition to security inspections, shall inspect the holding facility for the purpose of identifying and correcting any deficiency or condition that may be conducive to harboring or breeding insects, rodents or other vermin. ~~Such inspection shall be done on a daily basis and documented on the appropriate log located in the holding facility control room. A written report of sanitation inspections shall be submitted to the day watch commander each Monday for his review and/or action. Unsanitary conditions as described above shall be corrected immediately by pest control personnel.~~ Such inspection shall be done on a daily basis and documented on the appropriate log (Jail Daily Checklist) located in Police Common files under the folder marked **Jail**. A written report of sanitation and inspection shall be completed at the beginning of each shift and submitted daily to the appropriate shift's checklist folder, found in the **Jail** folder under the police common file. An assigned night watch commander will review the checklist logs for each shift once a week and take any appropriate action if needed. Any unsanitary conditions shall be corrected immediately by proper cleaning or by pest control personnel.

XXXVI. DEATH OF A DETAINEE IN HOLDING FACILITY OR CUSTODY

In any case in which a detainee or an individual in police custody dies, immediately notify the supervisor on duty who will notify the assistant chief of police. The assistant chief of police will notify the chief of police. The chief of police shall investigate the death and file a written report of the cause of death with the Attorney General no later than the 30th day after the death. (Ref. CCP 49.18)

XXXVII. JUVENILE OFFENDERS

Juvenile offenders will not be detained, processed, or booked in the adult facility. Juveniles shall be handled in accordance with juvenile policies and procedures. See Juvenile Custody Procedures. However, in accordance with the state of Texas Juvenile Justice and Delinquency Prevention (JJDP) Act of 2002, the police department must submit an annual log of all juveniles placed in adult facilities, whether intentionally or at no-fault by the department, to the Texas Commission on Jail Standards. The log is usually due no later than March 1 of the following year, but may be submitted as early as January 1. The Administrative Lieutenant will be responsible for maintaining and submitting the log. Lieutenants from the Patrol Division will be responsible to submit a report, via email, to the Administrative Lieutenant each and every time a juvenile is placed in the adult holding facility on their watch.

The format for the log and instructions may be found at:
<http://governor.state.tx.us/cjd/programs/>.

The log may be submitted via email, fax or traditional post. The following information applies for each:

Email: jaillogs@gov.texas.gov
Fax: (512) 475-2440

Post: Office of the Governor
Criminal Justice Division
P.O. Box 12428
Austin, Texas 78711

XXXVIII. PSO ESSENTIAL JOB FUNCTIONS AND DUTIES

Each PSO is responsible for having a good understanding and knowledge of all PSO Essential Job Functions and Duties and work to fulfill them daily. A complete list can be found in a file marked PSO Duties, located in the folder marked **Jail** in the Police Common file.