

PROCESSING AND TEMPORARY DETENTION

26.1 AUTHORIZATION

PHILOSOPHY: The Lakewood Police Department provides for the temporary detention of prisoners and suspects at the Lakewood Police Station in order to complete necessary processes prior to booking or release. The temporary detention rooms at the Lakewood Police Station are intended for this use and prisoners should not be detained at the Lakewood Police Station for longer than necessary to process them and/or arrange for additional transportation. In addition, the introduction of a suspect or prisoner into the Lakewood Police Station creates many safety risks. The principles and practices provided in this section are intended to reduce risks and ensure the efficient use of the temporary detention rooms.

26.1.1 Temporary Detention Practices

Principle: The Lakewood Police Department has a DUI processing and temporary detention area within the station building. One of the temporary detention rooms has a separate entrance and is primarily used for juveniles. The only rooms intended for temporary detention are the three temporary detention rooms. These detention rooms are used for short term holding of adults and juveniles in police custody prior to release or booking. Detainees shall not be detained in any other room unless being interviewed or processed at the time. The following practices shall apply to the use of the temporary detention rooms and the other Police Station areas.

26.2 TRAINING

26.2.1 Temporary Detention Training

Principle: Lakewood Police Department officers are trained in the use of temporary detention rooms and the practices provided in Chapter 26 of this Manual. Temporary detention training is updated at a minimum of every 3 years.

26.3 DETAINEE PROCESSING AND CONTROL

26.3.1 Procedures

Practices:

- A. Documentation: Officers placing detainees in a temporary detention room must document the date, time in and out, and reason for detention, on the Temporary Detention Room Log.
- B. Notice to Individuals: To ensure compliance with treaty obligations, including consular notification, and state and federal law, written notice shall be given to an individual being detained explaining that the individual has the right to refuse to disclose their nationality, citizenship, or immigration status and that disclosure may result in civil or criminal immigration enforcement, including removal from the United States (RCW 10.93.160).
- C. Supervision and Accountability:
 1. Supervision: Detainees in the DUI room and processing area will be under continuous supervision at all times. Supervision requires that an officer is within constant proximity to a detainee to respond to visual or verbal requests. Detainees secured in temporary detention rooms require officers perform periodic visual checks of the detainee's welfare. The documented visual checks shall occur at a minimum of every thirty minutes.
 - a. Search: Officers will properly and thoroughly search persons prior to placing them in a temporary detention room. The officer shall remove all property from the detainee. The detainee's belt, shoes and

bulky layered clothing shall also be removed.

- b. Detention Length: Detainees will only be held for the period of time necessary to perform an interrogation, prepare necessary documentation for booking or release, or provide for transportation to a holding facility when necessary. Adult detainees shall not be held longer than six hours without Supervisory approval. Under no circumstances shall juvenile detainees be held longer than six hours.
- c. Use of Restraints: Whenever a detainee is being escorted through any portion of Police Station, the detainee shall be handcuffed in an approved manner. Refer to Standard 1.2.5.
 - 1. Temporary Detention Room: All detainees, to include juveniles, will always be handcuffed while in the temporary detention rooms. Detainees must be handcuffed with both hands behind the back, both hands in front or one arm handcuffed to the metal bar. Detainees will not be placed in the rooms without restraints. Barring exigent circumstances related to safety, Juveniles shall not be handcuffed to a bar at any time.
 - 2. Interviews: An officer may use discretion in continuing the use of handcuffs during an interview.
 - 3. Escorts: Detainees will remain handcuffed at all times while being escorted from the detention rooms to the CIU interview rooms.
 - 4. Other considerations: An officer may remove handcuffs in other areas of the facility in order to accomplish specific tasks that require the detainees to use their hands.
- 2. Accountability: Each officer is accountable for the detainee(s) they bring in. Responsibility for the detainee may be transferred to another officer by mutual agreement of both officers.
- 3. Security Inspection: Officers shall inspect the temporary detention room before placing a detainee in the room and after the detainee has been removed from the room for transportation or release.
- D. Authorization of Use: Officers are authorized to use the temporary holding cells at their discretion however they should notify a supervisor when placing a detainee into the cell. Detainees that have been physically combative towards the police should generally not be transported to the Lakewood Police Department facility, but instead taken directly to an approved jail facility or Remann Hall. Overhead lighting will remain on at all times when a detainee is in a temporary detention room.
- E. Temporary Restraint of Detainees: There is an immovable bench located in the processing area that is designed to temporarily secure detainees to. Detainees shall be handcuffed to the metal bar while seated in this area. Juveniles shall not be handcuffed to a bar at any time.
- F. Required Separation: The following detainees shall remain separated while at the Lakewood Police Station.
 - 1. Juvenile Detainees: Shall remain separated from adult detainees at all times by using the identified juvenile temporary detention room which is separated by sight and sound. Juveniles will only be detained in the others detention rooms when there is a need to separate multiple juvenile detainees and there are no adults detained at the time.
 - 2. Female Detainees: Shall remain separated from male detainees at all times

26.3.2 Immovable Objects

Practice: Temporary detention rooms are equipped with immovable benches that are designed to secure a detainee to. Securing a detainee to the immovable bench is at the discretion of the officer. Detainees should not be secured to any item not designed for such purpose. Juveniles shall not be handcuffed to a bar at any time.

26.3.3 Security Concerns

Principle: The temporary detention rooms used by the Lakewood Police Department are not designed to be secure facilities. A subject placed in a temporary detention room should be less of a risk in terms of escape or officer safety than subjects transported directly to a jail facility. In order to reduce the risk to officers or of escape, the following practices shall apply. These practices **only** apply when there is a subject detained in one of the cells or is being processed by officers.

- A. **Weapons Control:** All officers will practice good weapon security tactics whenever contacting a person being detained or when a detainee is being moved through the Police Station. A second officer should remain in the processing area or the area outside of the initial entry door to the juvenile holding cell, to provide cover when a detainee's handcuffs are removed or when the primary officer must enter a detention rooms. Officers entering the processing area or temporary detention cells shall have a weapons holster with a Level 1 retention or higher for all weapons they are currently carrying. If an officer has a holster with no retention, they are not allowed to enter the detention and processing areas and will have to ask for assistance from an officer whose holster is in compliance with this practice.
- B. **Panic/Duress Alarms:** Officers shall have a police radio or mobile phone with them at all times when contacting a detainee at the Police Station. In case of an emergency, the officer shall broadcast a request for assistance, call dispatch or activate the emergency button on the police radio.
- C. **Access to Area and Detainee:** Only authorized persons have access to the area containing the processing area or temporary detention rooms.
 - 1. **Visitors:** Detainees shall not be allowed visitors while being detained at the Police Station.
 - a. **Legal Counsel:** It may become necessary to provide legal counsel access to a detainee while he/she is still in police custody. This shall only occur with approval from the on-duty supervisor.
- D. **Video Monitoring Devices:** There are several cameras in the processing and detention areas of the building. Monitors are available in the Turnout room 24 hours a day 7 days a week for viewing.

26.4 TEMPORARY DETENTION FACILITY CONDITIONS

26.4.1 Physical Conditions

Principle: The temporary detention rooms at the Police Station have a secure restroom in close proximity and readily available for use. Water is also available throughout the facility. Detainees will be allowed to use the restroom and provided water in a timely manner, upon request.

26.4.2 Inspection and Review

Principle: It is important that the temporary detention facilities are maintained as well as evaluated to ensure they continue meeting the needs of the department. Equipment may deteriorate, technologies may change, and our department may grow – it is vital that the function of the temporary detention area continues to perform adequately.

- A. **Security Inspection:** Each officer shall inspect the temporary detention room before placing a detainee in the room and after the detainee has been removed from the room for transportation or release.
- B. **Administrative Review:** At least every three years the Chief or designee will conduct an administrative review which ensures department policies and procedures governing temporary detention are being followed and that the original intent for authorization and use of the facility continues to be adequate for the department's needs.