

CITY OF ANDERSON POLICE DEPARTMENT

Anderson, South Carolina

DIRECTIVE TYPE General Order	EFFECTIVE DATE January 4, 2011	NUMBER 2001.1
SUBJECT Holding Facility	REVISED December 30, 2010	
REFERENCE GO 301	AMENDS/SUPERSEDES 2001	
DISTRIBUTION All Personnel	RE-EVALUATION DATE Annual	NO. PAGES 6

A. Purpose

1. To define the chain-of-command for the holding facility (AKA detention center).
2. To assign responsibility for interpreting and communicating policies that pertain to the operation of a detention facility.
3. To describe the difference between “essential” and “non-essential” personnel as they relate to the detention center.
4. To describe those persons – by position – who are authorized to enter the detention center.
5. To describe the types of training that will be provided to detention personnel.

B. Definitions

Essential Personnel

Personnel directly involved in the operation of the detention facility and/or personnel who are certified, sworn, law enforcement officers (Class I Law Enforcement Officers and Class II Local Correctional Officers).

Non-essential Personnel

Personnel other than Class I Law Enforcement Officers or Class II Local Correctional Officers who are not directly involved in the operation of the detention facility.

C. Policy

1. Entrance into the detention facility will be restricted to *essential personnel* who have lawful business inside the facility.
2. All policies and procedures mandated by law and issued by the State of South Carolina, the United States Federal Government, and any other recognized entity that pertain to the operation of a detention facility and the detention of persons in a detention facility will be followed.
3. At a minimum, all personnel who are assigned to the detention center will be trained as required by the South Carolina Department of Corrections (SCDC), the South Carolina Criminal Justice Academy (SCCJA), and other departments and/or agencies that are mandated by law to regulate the detention business. All personnel assigned to the detention facility will be trained in the proper operation of emergency equipment, fire suppression equipment and restraints.
4. All behavior, activities, and business conducted within the detention center will be carried out in a safe manner which reinforces the safety and security of the community, those working in the facility, and detainees.

D. Procedure

1. Responsibility for operations and Chain-of-Command.
 - a. The responsibility for operating the City of Anderson Detention Center is ultimately under the direction of the Chief of Police.
 - b. Direct responsibility is with the Jail Administrator.
 - (1) A Jail Administrator will be appointed by the Chief of Police, and will have direct responsibility and equivalent authority to insure compliance with all policies and procedures concerning the intake and housing of prisoners within the department jail.
 - (a) During the absence of the Jail Administrator, the Chief of Police or his/her designee will assume responsibility for the day-to-day operations of the jail.
 - (2) The Jail Administrator must have the status of a Division Commander within the department and will have the responsibility of interpreting policy for and communicating policy to all personnel involved in the operation of the jail.

- (3) The responsibilities of the Jail Administrator listed in this general order are in addition to any other responsibilities set forth in any other general order(s).

- (a) Also see general order 301, D5.

- (4) Detention officers will be assigned to each shift and will work for the shift supervisor. In the absence of the Jail Administrator and/or a person designated as such by the Chief of Police, the on-duty shift supervisor will be responsible for ensuring that all procedures regarding prisoner detention are carried out.

2. Interpretation and communication of policies and procedures.

- a. The Jail Administrator will routinely review all new mandates, procedures, standards, and communiqués from any agency or department that regulates detention operations and communicate these procedures to all affected personnel as soon as practical.

- (1) Questions concerning guidelines, policies, and procedures should be submitted to the Jail Administrator in writing. Barring exigent circumstances, the Jail Administrator will respond in writing to all such inquiries by the end of the third full business day after such inquiry is made. The response will be carbon copied to all other division commanders (captains) for dissemination to their personnel in order to insure that all personnel receive identical instruction(s) on jail operations.

3. Essential vs. nonessential personnel and authorization to enter.

- a. Entrance into the detention area is restricted to City of Anderson personnel who have a valid reason to conduct business within the jail. These types of personnel are labeled *Essential Personnel* and as such are defined in II above.

- b. All personnel entering detention while prisoners are present must first check in with the on-duty detention officer.

- (1) The Jail Administrator may permit on-duty detention personnel to visually verify and admit *Essential Personnel* via the video monitor or other electronic means.

- c. Should the need arise for maintenance personnel to enter this area while detainees are present, the maintenance personnel must be escorted by a detention officer or other personnel from the department, as designated by the Jail Administrator.

- (1) A thorough count of all types and number of tools that are carried into the detention facility by maintenance personnel will be completed by the escorting personnel before and after entering and leaving the detention area.
 - (2) Maintenance personnel will remain under the supervision of the escorting personnel while within an area where detainees are being held.
 - d. Neither civilian personnel, contractors, workers, nor any one else will be allowed to converse with those being detained.
 - e. There will be no metal culinary or eating utensils of any type allowed in the jail area.
 - (1) All culinary equipment is accounted for by assigned detention personnel.
 - f. In the event of an emergency situation within the detention center, no civilian personnel will be allowed to enter.
- 4. Persons entering the detention area.
 - a. Firearms will not be allowed in the detention area at any time, regardless of the presence or absence of detainees.
 - (1) **EXCEPTION: When the supervisor in charge determines that exigent circumstances exist, the supervisor may authorize firearms to be taken into the Detention area.**
 - b. Before officers enter the detention area, all firearms, and all other unauthorized weapons carried by officers who are entering the facility, will be stored within a secure gun box or other secure area. These "secure" areas will be located outside the holding facility at the sally port or other location(s). All weapons are presumed to be unauthorized unless specifically identified by management as authorized.
 - c. Before officers are allowed to carry O/C spray and batons into the detention area the officer(s) must receive authorization from their supervisor. The required authorization may be verbal or in writing but must precede the action. The authorization may take the form of a written memo. In addition, a written memo may prohibit the action(s).
 - (1) Officers are to remain aware that these items are present, and employ all necessary measures to insure officer safety.
 - (2) In the event an officer must utilize one of these weapons within the detention area, all required reports must be submitted prior to the officer's completion of duty that day.
 - d. Admittance of civilian personnel and citizens who are not under arrest.
 - (1) Detention personnel who fingerprint people are encouraged to use the

portable stand outside the detention center when printing

- (a) Civilian personnel employed by the City of Anderson and/or
 - (b) Citizens who are not under arrest.
- (2) If taken into the detention area for fingerprinting, civilian personnel must be escorted and may be taken through either entrance when there are no detainees present.
- (a) In order to get non-essential personnel into and out of the facility as expeditiously as possible, the booking and/or release process will be temporarily suspended for a short time in order to complete the printing process of the civilian personnel.
- (3) Private citizens who are not employed by the City of Anderson must have clearance from the Jail Administrator before entering the detention center.
- (4) When non-essential personnel or private citizens are admitted into the detention area, detainee's constitutional rights to privacy will be honored.

5. Personnel Training.


- a. All detention officers will be required to successfully complete, at a minimum, the Basic Jail training as required by the SC Criminal Justice Academy within the time constraints mandated by law.
 - (1) When a newly hired detention officer is not currently certified as a Class II officer, he/she will complete a minimum of 80 hours on the job training before being allowed to work alone.
 - (2) All newly hired detention officers will be trained in the proper application of all available departmental restraints.
- b. The Chief of Police, the department's training division, and/or the Jail Administrator may elect to require supplementary training and/or education in addition to the SCCJA training.
- c. The Jail Administrator will complete a written report which details all areas covered with the new employee, and a recommendation as to the new employee's suitability for continued employment.

- (1) This report will be forwarded to the Chief of Police and a copy will be given to the shift supervisor.
- (2) A meeting will be scheduled with the Jail Administrator, the supervisor, and the employee to review the results of their training and determine whether or not the employee will be allowed to work alone and/or whether or not the employee will be allowed to remain employed with the City of Anderson Police Department.

d. Emergency Training

- (1) All personnel involved with detention operations will be familiar with the fire alarm system and the location and use of all fire extinguishers within the department.
- (2) In addition, all detention personnel will be trained in the evacuation procedures used in case of fire, natural disaster, or blackout.

By order of:



Martin D. Brown, Chief of Police

1-4-2011
Date