

CITY OF ANDERSON POLICE DEPARTMENT

Anderson, South Carolina

DIRECTIVE TYPE General Order	EFFECTIVE DATE September 10, 2006	NUMBER 2018
SUBJECT Detention Center: Housing for Males, Females, and Juveniles		
REVISED		
REFERENCE SCLEA 20.1.18 and Series 800	AMENDS/SUPERSEDES All Others	
DISTRIBUTION All Personnel	RE-EVALUATION DATE Annual	NO. PAGES 3

A. Policy

The City of Anderson Police Department will comply with all applicable laws and regulations governing the housing of males, females, and juveniles. Males and females will be separated by sight and sound. In addition, if any juveniles are detained they will be separated from all adults – both male and female – and from other juveniles of the opposite sex by sight and sound.

B. Procedures

1. Male and female detainees to be separated
 - a. In accordance with the SC Department of Corrections, male and female prisoners must be separated by sight and sound.
 - (1) Sound, for the purpose of this section, is defined as normal/loud conversation and does not include deliberate screaming or yelling.
2. Juveniles
 - a. Juveniles are to be detained at a specified juvenile detention facility for Juveniles. Only the Juvenile Detention Centers approved by the SC DJJ may be used.
 - b. For more information on handling juveniles, please refer to the 800 series.

3. Recording of detainees

- a. Any time a person is placed within a cell unit with an operational video recorder the video recorder will be placed in the Record mode.
- b. If recorders are operational, detainees, while being held within the City of Anderson Police Department, will be recorded until such time as they are released.
- c. Video tapes will be numbered and properly logged on the Jail Video Log Sheet.
 - (1) This log will remain within the telecommunications/detention control room, once a log sheet has been completed it will be filed within the detention files in the control room.
- d. All personnel, whether a jailer, detention officer, booking officer, - or other member of the police department who is in the detention area for the purpose of relieving detention personnel or filling in on a temporary basis - must pay close attention to the recorder when in operation.
- e. One tape will be used until it is fully recorded.
 - (1) The recorder unit will automatically rewind once the tape has reached capacity.
 - (2) When a tape has rewound the on-duty officer will be responsible for removing the full tape and starting a new tape for recording purposes.
 - (3) The tape number that has been removed will be noted on the log sheet, and the new tape number will be documented, showing the date and time started.
 - (4) The jail administrator will insure that all full tapes will be held for a period no less than thirty days before being used again.
- f. On-duty supervisor's responsibility
 - (1) It will be the responsibility of the on-duty shift supervisor to ensure that the video recording operation has been started whenever a detainee is placed within a cell unit.
 - (2) The supervisor will be accountable for making sure that the jail video log sheet is completed.

g. Jail Administrator's responsibilities

- (1) The Jail Administrator will conduct a follow-up each business day to insure that all procedures outlined in this general order are followed and have been followed since the previous inspection (follow-up).
 - (a) Documentation of the follow-up and the results along with pertinent notes, infractions, and corrections will be notated in the Jail Administrator's log.
- (2) Periodic inspections, or reviews, of the tapes will be made by the Jail Administrator to verify that the detainees are receiving the proper personal checks by the on duty detention officers, and to ensure the quality of the recordings.
 - (a) These inspections will be noted within the Jail Inspection Log maintained by the Jail Administrator.

By order of:



Martin D. Brown, Chief of Police

9-7-2006
Date