

CITY OF ANDERSON POLICE DEPARTMENT

Anderson, South Carolina

DIRECTIVE TYPE General Order	EFFECTIVE DATE September 10, 2006	NUMBER 2029
SUBJECT Detention Center: Detainee Supervision		
REVISED		
REFERENCE SCLEA 20.1.29	AMENDS/SUPERSEDES All Others	
DISTRIBUTION All Personnel	RE-EVALUATION DATE Annual	NO. PAGES 2

A. Policy

Twenty-four hour supervision is essential for maintaining security and ensuring the safety and welfare of detainees. The procedures outlined herein are to give guidance on the proper supervision of all person(s) being detained within the City of Anderson Police Department Detention Center.

B. Procedures

1. The primary function of a detention officer is the care and welfare of those being detained within the detention facility.
2. Whenever a person is being held within the detention facility he/she will be physically observed at least every thirty minutes. (SCLEA 20.1.29)
3. The detention officer will document the time and condition of the person being held on the Prisoner Observation Sheet.
 - a. One sheet will be completed for each detainee being held within the detention facility each day.

4. Exigent circumstances may exist which would require that the detainee be observed more frequently than every thirty minutes.
 - a. If there are exigent circumstances which warrant a more frequent observation, they will be noted on the observation sheet along the recommended time span between physical checks.
5. When the detainee is released, the observation sheet will be turned in to the Records Division for filing and maintained as required by the records retention schedule.
6. The observation sheet will document how and/or where a detainee was released or transferred.
7. There will be physical count of all detainees at least every eight hours, or at shift change, whichever is least. (SCLEA 20.1.29)
 - a. This count will be verified by the number as written on the jail log within the detention and/or booking office control room.

By order of:


Martin D. Brown, Chief of Police

9-7-2006
Date