

13.2 Prisoner Holding Areas

The Sheriff's Office operates one (1) formal prisoner holding area. This is located in the Anne Arundel County Circuit Court judicial center. This facility is referred to as the courthouse *Detention Command Center* (DCC). The DCC is primarily used for temporarily housing detainees awaiting a court appearance. The DCC is customarily staffed only during regular business hours of the court. Should the Office come to operate any additional holding facilities, the principles outlined in this directive will apply to those locations as well.

13.2.1 Authority and Staffing

Operation of the DCC comes under the purview of the Security Bureau. The DCC supervisor assigned to the holding facility is in charge of the facility. His/her orders for the safe and efficient operation of the facility shall prevail unless countermanded by higher authority. Deputies will refrain from interfering in the operation of the facility unless requested to do so by the DCC supervisor, or in the event of an emergency.

The DCC will be staffed by sworn personnel. Only sworn peace and correctional officers on official business are permitted to access the DCC unescorted. Personnel assigned to the DCC will receive advanced training on facility operations. Training may be through an apprentice type program.

13.2.2 Security Procedures

All doors and gates leading to the holding facility, cell block gates, interview rooms, and cell doors will be kept closed and locked whenever a prisoner is within the confines of DCC. The DCC supervisor will insure that the following systems are monitored: channel 13B of the Sheriff's Office radio, the video monitor system, the audio communication system, and duress alarm buttons. The DCC supervisor will also insure a key control system is in place and is adhered to. Upon crises or unusual happenings in the holding area, the Office communications unit will be promptly notified. The use of radio "panic/emergency" buttons and fixed alert buttons in the DCC are to be utilized when necessary.

Firearms will not be allowed in the holding area when a prisoner is being housed. The only exception is that in the event of an emergency evacuation, deputies assigned to assist may wear their firearms. Also, the use of culinary utensils by prisoners and the storage of maintenance equipment and supplies are prohibited in the holding area. All persons and their belongings are subject to search prior to entering the holding facility. Cameras, tape recorders, radios and other such items will not be allowed into the holding facilities without the authorization of the Sheriff or Chief Deputy.

Employees in the DCC are to immediately report to the DCC supervisor any unusual occurrences they observe in the holding facility. Unusual occurrences include, but are not limited to, suicide attempts, hostile threats, actual or attempted acts of violence, prisoner escapes, fires, injuries to prisoners, or overcrowding. All unusual occurrences will be properly dealt with and documented.

13.2.3 Prisoner Receiving and Intake

Prisoners being accepted from another agency will be positively identified before being accepted into a Sheriff's Office holding facility or custody. This will include verification of the delivering person's authority to make the prisoner transfer. All new prisoners will undergo a *receiving screening* to collect pertinent information. The screening must include an inquiry into the current health of the detainee, medications taken, observed behavior and demeanor, and the existence of any body deformities, trauma markings, bruises, lesions, and ease of movement.

13.2.4 Prisoner Treatment and Movement

Prisoner movement will only be done within designated secure areas. Prisoners and deputies will be presented to the appropriate court as notified. Prisoners not in a holding cell will be restrained in a manner consistent with the direction given in Chapter 13.1.2, *Prisoner Restraints*, in this General Orders Manual. Prisoner searches and associated documentation will be conducted in a manner consistent with the direction given in Chapter 13.3, *Search of an Arrestee or Prisoner*, in this General Orders Manual. Prisoner escapes are to be dealt with as specified in Chapter 13.1.7, *Prisoner Escape*, in this General Orders Manual. The property of prisoners will be handled in a manner consistent with the direction given in Chapter 9.2.8, *Prisoner Property*, in this General Orders Manual. (Also see Chapter 13.1.5, *Prisoner Communication*, in this General Orders Manual, for applicable prisoner communication guidance).

13.2.5 Placement of Prisoners

Prisoners who are escape risks, suicidal, violent or who demonstrate unusual behavior and require constant observation for the safety of deputies and prisoners will be placed in a cell with visual surveillance equipment or in a cell in the direct line of sight of a deputy.

Co-defendants and prisoners who will be testifying against one another will be kept in separate cells and as far away from one another as possible. Female and male prisoners will never be placed in the same cell. Females will be placed in cells separated by sight and sound from male prisoners. Minors and adults will never be placed in the same cell. There will be sight and sound separation between minors and adults whenever possible. Minors who are in custody for status offenses (runaways, truants, incorrigible) will not be placed in cells unless under a court order. In the event the number of prisoners exceeds the maximum capacity of the holding facility the commander of the Security Bureau will be notified.

13.2.6 Supervision of Prisoners

Deputies are only permitted to enter a cell without the company of another deputy when video surveillance has been activated. The welfare of each prisoner will be visually checked at least once every 15 minutes. The monitoring of any audio and visual electronic surveillance equipment installed in a holding facility will be consistent with safety and security requirements, while at the same time respecting the privacy of the prisoner.

13.2.7 Basic Necessities

The Anne Arundel County Sheriff's Office will not routinely provide meals for prisoners. Only when a juvenile prisoner has spent more than eight (8) hours in Office custody without a meal will efforts will be undertaken to make food arrangements.

Prisoners being detained in the Office holding facility will be provided with access to a toilet, wash basin, and drinking water. Since prisoners are expected to be detained no more than eight (8) hours in the holding facility, bedding will not be kept in stock. Telephone access is not available to detainees being held at the Circuit Court facility.

13.2.8 Releasing Prisoners

All prisoners granted a release from court will be returned to their place of commitment for the release. If the prisoner is in the custody of another agency, those officers will be responsible for the release of their prisoner. Prior to the release of any prisoner, an automated "wanted" check will be conducted and the inquiring employee will retain a unique identifier confirming such (e.g., AACOPD Tele-communications Unit *MILES number*, or an AACOSO Communications Unit *arrest number*). Positive identification of the prisoner will also be made.

13.2.9 Emergency Medical Care

The Anne Arundel County Fire Department will be contacted immediately to respond for any prisoner undergoing a medical emergency. Deputies will render first-aid in accordance with Chapter 15.2.5, *Obligation to Act*, in this General Orders Manual, until relieved by more qualified personnel. A first-aid kit will be maintained in the holding area for such uses. If hospitalization of the prisoner is required, the transport shall be made in accordance with the practices specified in Chapter 13.1.8, *Transporting Sick, Injured, or Disabled Prisoners*, in the General Orders Manual. If the prisoner is in the custody of another agency, those officers are ultimately responsible for providing the necessary care.

13.2.10 Dispensing Medication

No deputy will directly administer medication to a prisoner. However, the medication may be given to the prisoner for his/her own administering. Only medication provided by a correctional facility or competent medical authority may be dispensed. Prisoners shall not keep any medication in their possession except at the time they administer the medication to themselves.

13.2.11 Fire Prevention, Detection, and Emergency Evacuation

The holding facility will be equipped with an automatic fire alarm and heat and smoke detection systems. There will be a testing of the systems and equipment semi-annually. At least one (1) fire extinguisher will be located in the area of the holding facility.

In the event of fire or other disaster requiring evacuation of the holding facility, the commander of the Security Bureau will be contacted and arrangements initiated for acquiring any additional deputies and transport vehicles. The holding facility will post all primary and alternate emergency evacuation plans, and all

emergency exits will be designated with clearly marked signs. Sheriff's Office personnel assigned to the DCC will be trained in emergency evacuation procedures for the DCC in particular, and for the Courthouse in general.

13.2.12 Inspections

The DCC supervisor or a designee will conduct a security inspection of the holding facility daily. Areas to be inspected will include Interview rooms, elevators, prisoner processing areas, cell blocks, and the sallyport. Inspections will include a search for weapons, contraband, and other illegal items. Any unauthorized item will be seized and handled in accordance with the practices set out in Chapter 9.2, *Recovered Property and Evidence*, in this General Orders Manual.

Bars, locks, windows, walls, floors, fresh air ventilator covers, glass panels, access plates, protective screens, doors, toilets, first aid kits, fire, smoke and heat detection systems, fire extinguishing equipment, and other security devices will be checked carefully for operational wear and proper functioning. The inspector must insure compliance with acceptable lighting and sanitary conditions. A sanitary inspection includes identifying deficiencies conducive to harboring or breeding insects, rodents, and other vermin. All inspections will be completed prior to placing any prisoner in the holding facility. Inspection results will be properly documented and maintained for a period in compliance with the Office records retention schedule (see Chapter 7.6, *Records Retention*, in this General Orders Manual).