



# ***WEBER COUNTY SHERIFF'S OFFICE***

## **POLICY AND PROCEDURES**

### **TEMPORARY DETENTION AND PROCESSING**

EFFECTIVE DATE: 07/22/2009  
 AMENDS/SUPERCEDES:  
 STANDARD NUMBER: Chapter 71

REVIEW DATE: 07/22/2009  
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 APPROVED: \_\_\_\_\_  
 Sheriff Signature

#### **48.21.1 Purpose**

To provide specific rooms, areas, or locations in which detainees may be held or secured while being processed or awaiting any necessary function, and procedures that provide security to detainees, deputies or any other person who may access the area.

#### **48.21.2 Rationale**

Detainees are quite often held for temporary reasons such as processing and interviewing and in diverse locations at times. The procedures for security and safety for everyone involved needs to be considered regardless the location and conditions.

#### **48.21.3 Definitions**

Detainees may be suspects, arrestees, or persons not free to leave the deputies control.

#### **48.21.4 Policy**

- A. The WEBER COUNTY SHERIFF'S OFFICE provides temporary detention cells, other than the Weber County Correctional Facility, for the temporary detention of suspects/arrestees while they are being processed, interviewed, and/or are awaiting transportation. These cells are for short term, temporary detention only, not to exceed two (2) hours without continuous control and supervision. This 2 hour detention time frame eliminates the need for any meal service, and none will be offered.
  - 1. The Patrol Section offices and adjacent Detective Section Offices contain four(4)separate temporary detention cells which should contain no more than one (1) person per room at any given time.

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2. The Detective Section Offices also contain two (2) interview rooms which are not designed for unsupervised custody of a person or persons. Any persons in custody will not be left alone and unsupervised while in the interview room/s.
  3. Any other area, such as precinct or city/county offices, patrol room, detective offices or any other open work area in close proximity to uninvolved persons must also be considered a detention location and the following security considerations observed.
  4. Sheriff's Office sworn personnel are authorized to utilize these facilities once they have completed any necessary training on the use of detention cells and interview rooms.
- B. The policy of the Sheriff's Office is that the responsible deputy(s) shall:
1. Not leave a detainee unsupervised.
  2. Clear any area used for detention of any potential weapons, as well as be aware of his own weapons control.
  3. Be constantly aware of escape risks.
  4. Have outside communications available, such as radio or phone.
  5. If necessary, secure an arrestee, handcuffed in a locked detention cell while awaiting interview or transportation. The deputy must not secure a detainee to a fixed object, such as a table, chair, etc.
  6. Not hold any person for more than two (2) hours without continuous control or supervision. A check list will be maintained for each cell and will be used by the deputy placing a person in the cell to document the time the person was placed into the cell and removed from the cell and note times the cell and/or person was checked (minimum once every 30 minutes).

#### **48.21.5 Procedure**

- A. Particular caution will be taken by deputies regarding maintaining the security of their firearm when handling a detainee. When handling a detainee during processing, interview or other investigative activities deputies will ensure **all** weapons are securely fastened on their person

an/or if necessary consider securing their firearm in a vehicle trunk or locked drawer when appropriate.

- B. Remove the arrestee from the vehicle.
- C. Remain in the vicinity of the holding cell at all times.
  - 1. If the arresting deputy must leave the area for any length of time, another deputy will be assigned to supervise the arrestee.
- D. The arrestee should be restrained at all times, while in the detention/processing area. The restraints may include:
  - 1. Handcuffs
  - 2. Legcuffs
  - 3. Waistline restraining belt
- E. Separate juveniles, males and females.
  - 1. Such detainees will be segregated by “sight and sound”. “Sound” is defined as normal/loud conversation and not yelling and screaming that can be controlled by persons supervising detainees.
  - 2. Two(2) holding cells are located in the Patrol Section and two (2) cells are located in the Investigation Section. If necessary to separate male and female and/or juvenile detainees, cells in both sections should be utilized. Detainees suspected of being transgendered or a risk to either sex should also be separated.
  - 3. The two(2) cells in the Investigations Section are located at the east and west ends of the Section and may be considered separate for the purposes of sight and sound. The two(2) Patrol Section cells are located close enough that normal/loud conversation may be heard and are not considered segregated by “sound”.
  - 4. If necessary and appropriate, detainees may also be placed in Section Office spaces (with supervision) such as office or cubicles, AND if such spaces are separate from holding cells or other detainees by sight and sound.
  - 5. All other policies and procedures regarding handcuffing, supervision, weapons safety etc. will be complied with at all times.
- F. Check the detention cell and/or restroom facility, including the toilet bowl, for drugs, contraband, or anything else of evidentiary nature, each time

before and after an arrestee is placed into a cell or uses the restroom facility.

- G. If appropriate, place any personal items of the arrestee into an evidence bag and locker for safe keeping. **The officer should list all items on the outside of the bag.**
- H. If the arrestee is transported to the Weber County Correctional Facility or another facility, the property will be booked into the WEBER COUNTY SHERIFF'S OFFICE evidence storage room or transported with the arrestee and booked into the WCCF or other facility.
- I. If the arrestee is released, the property may be given back to the arrestee, if it is not of evidentiary value.