

SPRINGFIELD POLICE DEPARTMENT

Standard Operating Guideline

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Part Title: Support Services		Chapter Title: Detention Management and Operations	
Chief of Police:			

Detainee Processing, Temporary Detention Areas, and Interview Rooms

I Policy

In carrying out the daily duties and responsibilities of law enforcement, it is often necessary to arrest and physically detain persons pending appearance in court, transfer to another facility, or until the immediate phase of an investigation has been completed.

Officers may detain persons for the purpose of processing or questioning as a result of an arrest. Use of interview rooms and temporary detention areas in police facilities by all sworn personnel shall be in accordance with these procedures in order to protect the individual safety, security, and civil rights of all.

Procedures for the handling juvenile detainees shall be consistent with the regulations of the Juvenile Justice and Delinquency Prevention Act.

II Definitions

Constant Supervision – The direct, personal supervision and control of a detainee by the attending officer who can immediately intervene on behalf of the agency or the detainee. (CALEA Glossary)

Custody – Legal or physical control of a person in an area or facility or while in transit; legal, supervisory, or physical responsibility for a person. (CALEA Glossary)

Detainee – A person in custody of agency personnel whose freedom of movement is at the will of agency personnel. (CALEA Glossary)

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Juvenile Delinquent Offenders – Juveniles suspected of committing acts that would be crimes if committed by an adult. (Missouri Juvenile Justice Guidelines and Recommended Practices)

Juvenile Status Offenders – Juveniles who commit acts that would not be considered a crime if committed by an adult but may subject the child to juvenile or family court jurisdiction. Status offenses include truancy, beyond parental control, runaway, behavior or association injurious to the child’s welfare, and other acts that are applicable only to children. (Missouri Juvenile Justice Guidelines and Recommended Practices)

Interview Room – Rooms specifically designed and intended to be used for the custodial or non-custodial interview or interrogation of persons suspected of being involved in criminal activity, or persons victimized by or witnessing criminal activity.

Processing – Includes pre-booking activities involving detainees in custody, after which detainees may either be released or be escorted to a holding facility, at which time they would be booked. (CALEA Glossary)

Secure Custody – When a juvenile detainee is placed in a holding cell or in any other room that is capable of being locked as to prevent someone from exiting, whether or not the lock is actually engaged. (Juvenile Justice and Delinquency Prevention Act)

Temporary Detention – Temporary detention is measured in hours and does not involve housing or feeding detainees except in extenuating circumstances. (CALEA Glossary)

III Procedure

1 GENERAL INFORMATION (CALEA 1.2.5)

1.1 Adult Offenders

1.1.1 The Greene County Justice Center (GCJC) serves as the primary processing, detention, and booking facility for the Springfield Police Department (SPD).

1.1.2 Under normal circumstances, adults in custody shall be taken directly to the GCJC.

1.2 Juvenile Offenders

1.2.1 The Greene County Juvenile Office (GCJO) serves as the primary juvenile processing and detention facility for the Springfield Police Department.

1.2.2 Under normal circumstances, juvenile offenders in judicial custody shall be taken directly to the GCJO.

1.2.3 If a juvenile offender detainee, regardless of the offense, enters Police Headquarters or the South District Station; the officer must complete entry on the Juvenile Custody Log ([SPD Form # 13-SP-0642](#)) located at the front desk.

1.2.4 Juvenile offenders not transferred into the custody of the GCJO shall be released to a parent/guardian or their designee.

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1.3 Combative detainees will be taken directly to the GCJC or the GCJO.

2 SUPERVISION, ACCOUNTABILITY, AND SECURITY OF DETAINEES

2.1 All detainees will be under observation and supervision of an officer while in custody. (CALEA 71.3.1(b) and 71.3.3(e))

2.2 The arresting or investigating officer shall bear the responsibility of detainee security and ensure the detainee is supervised and processed according to Department guidelines. (CALEA 71.3.1(b))

2.3 Detainees will not be restrained by attachment to any fixed object. Detainees requiring such restraint shall be immediately transported to the GCJC or the GCJO. (CALEA 71.3.1(d))

2.4 Should a detainee become violent, they shall be properly restrained and may be transported to the GCJC or the GCJO.

2.5 Detainees shall be isolated from other detainees involved in the same case until after they are interviewed.

2.6 Investigators shall isolate detainees from victims and witnesses.

2.7 Female detainees shall always be physically separated from male detainees. (CALEA 71.3.1(e))

2.8 Juvenile Offenders (CALEA 71.3.1(e))

2.8.1 Juveniles in law enforcement custody should not be left unsupervised and continuous visual supervision should be maintained at all times.

2.8.2 Juveniles shall always be physically separated, including sight and sound separation, from adult detainees.

2.8.3 Secure Custody

2.8.3(a) A juvenile detainee is considered to be in secure custody when placed in a holding cell or any other room/area capable of being locked as to prevent someone from exiting, whether or not the lock is actually engaged.

2.8.3(b) Only juvenile delinquent offenders may be held in secure custody.

2.8.3(c) Status offenders cannot be held in secure custody for any length of time.

2.8.3(c.1) The use of handcuffs and/or physical restriction of movement or activities provided solely through supervision by department personnel does not constitute secure custody.

2.8.3(d) If a juvenile delinquent offender is placed in secure custody at any point for any length of time, the juvenile must be released or transferred to the GCJO within six hours from their time of entry into Police Headquarters or the South District Station.

2.8.3(d.1) Time spent in non-secure custody pending release to a parent/guardian or transport time to the juvenile facility does not count as part of the six-hour limit.

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- 2.8.3(e) Secure custody detentions exceeding the six-hour limit is a violation of the Juvenile Justice and Delinquency Prevention Act.

3 SPRINGFIELD POLICE DEPARTMENT PROCESSING AREAS

- 3.1 The Springfield Police Department has two processing areas, the Breathalyzer Room at the South District Station and the Fingerprint and Photograph Station at Police Headquarters. (CALEA 71.1.1)
- 3.2 All processing areas are to be used for processing only. They are not to be used for temporary detention. (CALEA 71.1.1)
- 3.3 Officers are allowed to carry department-approved weapons, including firearms, while processing a detainee. (CALEA 71.3.3(b))
- 3.4 All persons being processed shall be under constant supervision of an officer. (CALEA 71.3.1(b)) and 71.3.3(e))
- 3.5 Persons being processed shall not be held in a processing area longer than is necessary to complete the task.
- 3.6 Processing Areas (CALEA 71.1.1)
 - 3.6.1 The Breathalyzer Room at the South District Station (room A139) is to be used for DWI processing only.
 - 3.6.1(a) The Breathalyzer Room is equipped with a pre-recorded panic alarm that operates off the public address system. It is announced solely to staff located within the South District Station. (CALEA 71.3.3(b))
 - 3.6.2 The Fingerprint and Photograph Station at Police Headquarters (located in the basement outside room 051) is used to fingerprint and/or photograph juveniles when the GCJO fingerprint and photograph station is not available. (CALEA 71.1.1)
 - 3.6.2(a) The Fingerprint and Photograph Station is not equipped with a panic alarm. Officers shall carry a portable police radio with them to act as an alarm system. (CALEA 71.3.3(b))

4 SPRINGFIELD POLICE DEPARTMENT TEMPORARY DETENTION AREAS

- 4.1 The Springfield Police Department has temporary detention areas at Police Headquarters and the South District Station. They are designed and intended for temporary detention of detainees pending release, imminent extradition, interview or interrogation, or transfer to another facility. (CALEA 71.1.1)
 - 4.1.1 The Police Headquarters Temporary Detention Area is on the basement level in the Report Writing Room (room 058), consisting of:
 - 4.1.1(a) Observation Area (not numbered);
 - 4.1.1(b) Holding Cell 1 (room 057);
 - 4.1.1(c) Holding Cell 2 (room 056).

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- 4.1.2 The South District Station Temporary Detention Area is on the first floor adjacent to the Report Writing Room (room A168), consisting of:
 - 4.1.2(a) Observation Area (room A138);
 - 4.1.2(b) Holding Cell 1 (room A132);
 - 4.1.2(c) Holding Cell 2 (room A133);
 - 4.1.2(d) Holding Cell 3 (room A137).
- 4.1.3 Holding cells are equipped with drinking water, toilets, and adequate space for reasonable and necessary movement. (CALEA 71.4.1)
 - 4.1.3(a) Other reasonable needs requested by the detainee will be addressed in a timely manner.
- 4.1.4 Police Headquarters and the South District Station temporary detention areas are equipped with pre-recorded panic alarms that operate off the public address system. It is announced solely to staff located within their respective buildings. (CALEA 71.3.3(b))
- 4.2 Only sworn personnel who have received training in temporary detention policies and procedures are authorized to use the temporary detention areas. Refresher training shall take place at least once every four years and shall be documented in the officer's training files maintained by the Training Section.¹ (CALEA 71.2.1)
- 4.3 Detainees shall be under constant supervision until secured in a holding cell. (CALEA 71.3.1(b) and 71.3.3(e))
- 4.4 Officers shall conduct a security inspection of the holding cell prior to and following use.
- 4.5 Officers shall secure firearms and knives prior to entering a holding cell. (CALEA 71.3.3(a))
 - 4.5.1 Officers are allowed to carry other department-approved weapons (e.g. pepper spray, TASER, baton) into a holding cell.
- 4.6 Detainees placed in a holding cell shall be thoroughly searched and all of their personal property secured. (CALEA 71.3.1(b))
 - 4.6.1 This includes the contents of all pockets, all jewelry, watches, belts, footwear, hairpins, coats, purses, etc.
 - 4.6.2 All such property shall be placed in a property bag and sealed with packaging tape. Coats, shoes, and large items do not require bagging.
 - 4.6.3 If property is secured, the officer will complete a GCSO Arresting Officer Property Sheet.
 - 4.6.4 The property and the GCSO Arresting Officer Property Sheet shall be secured in a detainee property bin located in the temporary detention observation area.
 - 4.6.4(a) If the detainee is released and not transferred to another facility, the officer will write the case number on the top right corner of the GCSO Arresting Officer Property Sheet just above the date, complete the receipt information

¹ Section 4.2, changed refresher training from every three years to every 4 years, per Policy Change Order 20-021

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- at the bottom of the form, and indicate the items were returned to the detainee while at the SPD.
- 4.6.4(b) The officer shall forward the original form to the Records Section to be included in the incident file.
 - 4.6.5 Once a detainee has been placed in a holding cell, police personnel shall not enter that cell except to remove the detainee for questioning or release, or other authorized official activities. (CALEA 71.3.3(c))
 - 4.7 Holding Cell Time Limitation (CALEA 71.3.1(c))
 - 4.7.1 Adult detainees may be locked in a holding cell for a period not to exceed six hours.
 - 4.7.1(a) Detentions exceeding two hours must be approved by a section commander.
 - 4.7.1(b) The officer will conduct face-to-face visual checks of the detainee at least every 30 minutes. (CALEA 71.3.3(f))
 - 4.7.1(c) Officers may monitor the detainee through video observation between the face-to-face visual checks. (CALEA 71.3.3(g))
 - 4.7.1(d) Detainees shall be released or transferred to jail prior to the six-hour time limit.
 - 4.7.1(d.1) If the six-hour limit is exceeded, the officer shall document the reason for the delay in the RMS report.
 - 4.7.2 Juvenile delinquent offenders may be locked in a holding cell for the purpose of processing, release, or transfer to a juvenile facility.
 - 4.7.2(a) If a juvenile delinquent offender is placed in a holding cell, the six-hour secure custody time limit applies as previously outlined in this policy.
 - 4.7.2(a.1) If the six-hour limit is exceeded, the officer shall document the reason for the delay in the RMS report. (CALEA 71.3.1)
 - 4.7.2(b) Detentions lasting longer than two hours must be approved by a section commander.
 - 4.7.2(c) Continuous visual supervision of juvenile detainees must be maintained at all times.
 - 4.7.2(c.1) Officers may use video observation, as necessary, to monitor juveniles secured in a holding cell. (CALEA 71.3.3(f))
 - 4.7.2(d) If video observation is utilized, the officer shall conduct face-to-face visual checks of the detainee at least every 30 minutes. (CALEA 71.3.3(e))
 - 4.7.2(e) Sight and sound separation from adult detainees must be maintained at all times.
 - 4.8 The detaining officer will complete a Temporary Detention Record ([SPD Form # 03-IN-0468](#)) for all individuals placed in a holding cell.(CALEA 71.3.1(a))
 - 4.8.1 The completed Temporary Detention Record will be forwarded to a supervisor for review and approval.

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- 4.8.2 The approving supervisor shall forward the original approved form to the Records Section to be included in the incident file.

5 SPRINGFIELD POLICE DEPARTMENT INTERVIEW ROOMS

- 5.1 The SPD has designated interview rooms at Police Headquarters and the South District Station available for use by uniformed and non-uniformed personnel. (CALEA 42.2.8)
 - 5.1.1 Interview rooms at Police Headquarters
 - 5.1.1(a) Rooms 160, 161, and 164, located on the first floor in the hall just north of Conference Room A
 - 5.1.1(b) Room 162 and the Polygraph Room (room 146), located on the first floor in the Criminal Investigations Division directly inside the door off the hall just north of Conference Room A
 - 5.1.1(c) Room 139, located on the first floor just south of Conference Room A
 - 5.1.2 Interview rooms at the South District Station
 - 5.1.2(a) Rooms A140 and A141, located on the first floor directly across from the Briefing Room
 - 5.1.2(b) Room A136, located on the first floor directly across from the Traffic Section
 - 5.1.3 Detainees in interview rooms shall have access to a toilet, wash basin, and drinking water. Upon request, the interviewing officer shall ensure these needs are met as soon as practical. (CALEA 42.2.8(g))
 - 5.1.4 All interview rooms are equipped with panic alarms that operate off the public address system. It is announced solely to staff located within their respective buildings. (CALEA 42.2.8(d))
- 5.2 Interview rooms are for interview purposes only; they are not designed or intended for the temporary detention of suspects and shall not be used as holding cells.
- 5.3 Officers shall conduct a security inspection of the interview room prior to and following use. (CALEA 42.2.8(b))
- 5.4 Generally, interview rooms will not contain any equipment other than appropriate seating, a table, and a computer monitor. (CALEA 42.2.8(f))
 - 5.4.1 The Polygraph Room will include equipment necessary to perform polygraph examinations.
 - 5.4.2 Rooms specifically designed for the interview of child victims/witnesses will contain additional items to enhance the décor of the room.
- 5.5 Officers conducting an interrogation shall secure their firearms and knives prior to entering an interview room. (CALEA 42.2.8(a))
 - 5.5.1 Officers are allowed to carry other department-approved weapons (e.g. pepper spray, TASER, baton) into an interview room.

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- 5.6 Officers shall ensure criminal suspects are not armed prior to entering interview rooms. Weapons or other articles that pose a risk to officers shall be removed. (CALEA 42.2.8(b))
 - 5.7 Only police personnel involved in the investigation are allowed in the interview room during the interview. (CALEA 1.2.3 and 42.2.8(c))
 - 5.7.1 No more than three police employees shall be in the interview room during an interview with an adult detainee.
 - 5.7.2 No more than two police employees shall be in the interview room during an interview with a juvenile detainee.
 - 5.7.3 Non-police personnel such as attorneys, juvenile officers, interpreters, or Children's Services staff may also be in attendance, as appropriate.
 - 5.8 If a juvenile delinquent offender is placed in an interview room capable of being locked as to prevent someone from exiting, the six-hour secure custody time limit applies as previously outlined in this policy.
 - 5.9 Interviews with juvenile status offenders must be conducted in a room that cannot be locked to prevent exit.
- 6 ESCAPES (CALEA 71.3.3(d))
- 6.1 Officers must take precautions to prevent the escape of anyone in police custody.
 - 6.1.1 To minimize the possibility of escape, officers must:
 - 6.1.1(a) Ensure detainees are under constant supervision when not secured in a holding cell;
 - 6.1.1(b) Ensure detainees are restrained as necessary while in police custody;
 - 6.1.1(c) Ensure holding cell doors remain locked at all times when in use.
 - 6.2 Officers will activate the panic alarm and contact the Springfield/Greene County Emergency Communications Department (ECD) in the event of an escape or attempted escape.
 - 6.3 In the event of an actual escape, the watch commander will be notified immediately, and descriptive information will be relayed to the ECD.
- 7 FIRE SAFETY PROVISIONS (CALEA 71.4.2)
- 7.1 Fire Prevention
 - 7.1.1 Smoking is not permitted in any City building.
 - 7.1.2 Officers shall ensure criminal suspects do not have access to articles that pose a safety risk to the department and staff while in police custody; this includes matches and cigarette lighters.
 - 7.1.3 In the event of a fire or other related emergency, the primary objective will be the protection of all detainees and staff.
 - 7.2 Fire Suppression

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- 7.2.1 Police Headquarters and the South District Station have fire extinguishers located throughout the building.
- 7.2.2 As soon as fire is detected in a police building, call 911. If the fire cannot be controlled with an extinguisher, all personnel should be immediately evacuated from the building.
 - 7.2.2(a) Except when an emergency dictates, detainees shall not be evacuated until other officers arrive to assist.
- 7.3 Fire Evacuation Plan
 - 7.3.1 Emergency exit plans are posted throughout Police Headquarters and the South District Station.
 - 7.3.1(a) Police personnel shall be familiar with the emergency exit plans.
 - 7.3.2 All exits shall be properly signed and illuminated to facilitate station evacuation routes.
 - 7.3.3 In the event of an evacuation, employees shall assemble at designated safe zones so all personnel can be accounted for. At Police Headquarters, the north lot will act as the safe zone and at the South District Station, the south lot will be the safe zone.
 - 7.3.4 Interviewing case investigators and detaining officers are responsible for the safety, security, and evacuation of detainees and interviewees.
- 8 INSPECTIONS AND ADMINISTRATIVE REVIEW (CALEA 71.4.3)
 - 8.1 The Support Operations Section Commander, or designee, shall ensure detainee processing areas, temporary detentions areas, and interview rooms are inspected monthly and documented on a Detainee Processing / Temporary Detention Area / Interview Room Inspection Report ([SPD Form # 05-AD-0527](#)).
 - 8.1.1 The inspections shall include a functional test of all panic alarms located at Police Headquarters and the South District Station and a check of each area for unsafe conditions.
 - 8.1.2 During the inspection, the Support Operations Section Commander, or designee, shall collect the Juvenile Custody Log from the front desk and create a new log for the next month.
 - 8.1.2(a) If the log has no entries, the Support Operations Section Commander, or designee, shall write “No Entries” diagonally across the log, sign, and date it.
 - 8.1.3 The Support Operations Section Commander, or designee, is responsible for maintaining a historical file on both the Detainee Processing / Temporary Detention Area / Interview Room Inspection Reports and the Juvenile Custody Logs. Each month, copies of the completed forms shall be saved in their respective Administrative Report Clearinghouse files.

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- 8.2 The Investigations and Support Services Bureau Commander, or designee, will conduct a documented annual review of department policy and procedures concerning temporary detention areas, processing areas, and the use of interview rooms.² (CALEA 71.4.3)

IV Attachments

² Section 8.2, changed policy review from every three years to annual review, per Policy Change Order 20-021.