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Approval: Chief of Police	Manual: Policy and Procedure			

I. PURPOSE

The Kinston Police Department does not operate a temporary holding facility. The purpose of this policy is to establish procedures for the supervision, accountability, safety, and security of temporary detainees brought to the Department for arrest processing and interviewing of prisoners and detainees.

II. DEFINITIONS

N/A

III. POLICY

- A. The Department does not operate a holding facility for prisoners.
- B. The transporting officer is responsible for the safety and security of persons brought to the Department until relieved by another officer assuming responsibility for the individual. Officers may use any available space or room at the Department that complies with the requirements set forth in this policy.
- C. All persons temporarily detained at the Department shall be under the continuous control and supervision of the transporting officer or an officer assigned to guard detainees. At no time will any detainee be left unattended. Supervision and guarding of detainees shall require that sworn department personnel be assigned to maintain contact with the detainees at all times except for rest room visits if necessary.
- D. If at any time the transporting officer or officer assigned to guard a detainee must leave the detainee's presence, another officer shall be required to maintain eye contact with the detainee until the previous officer has returned. If an officer at the station is not available to remain with the detainee, an officer shall be called in to the station to remain with the detainee. It shall be the responsibility of the officer assigned to guard the detainee or to secure a replacement officer to remain with the detainee as a guarding officer before the former guarding officer leaves the presence of his/her detainee.
- E. Detainees are not to be handcuffed to any fixed object unless the object is designed or intended for that use. When practical, officers are to ensure that male and females are detained separately. Likewise, adults and juveniles shall be detained separately. Access to all areas of the police department is restricted to all unauthorized personnel. Visitors must be escorted by an officer/employee at all times.
 1. The officer responsible for the detainee will ensure that the subject is provided access to water, restrooms and their basic needs in a timely manner.

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2. In the event of a fire, officers will remove the detainee from the area following established evacuation procedures. A fire evacuation route is posted on each floor of the Department. It is the officer's responsibility to maintain control of detainees in the event of an evacuation of the building. If appropriate the officer shall extinguish the fire with fire extinguishers that are located throughout the department.
 3. When fingerprinting a prisoner, officers are to secure their firearms in the lockbox provided.
 4. All officers are issued a radio equipped with a panic alarm button. In the event that an officer has an emergency involving a detainee and is unable to use their radio, the panic button may be activated.
 5. Officers shall remain in contact with detainees at all times. All officers have access to the processing areas of the department.
- F. Officers will complete a security search of the room for contraband or weapons prior to placing the individual in the room. All detainees will be thoroughly searched for weapons, contraband, and evidence prior to being placed in the room. Officers should never assume that a prisoner has been searched by someone else. After removing the detainee from the room, officers will conduct another search of the room. The officer responsible for the detainee will limit and control access to the room occupied by the detainee.
- G. Employees responsible for temporary detainees at any time will receive training in the form of roll call training, field training or during annual in-service training.