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**CSU FULLERTON POLICE DEPARTMENT
GENERAL ORDER NUMBER 6-13**

TEMPORARY DETENTION AREA AND INTERVIEW ROOMS

- SUBJECT:** Use of the Temporary Detention Area and Interview Rooms
- PURPOSE:** To establish basic guidelines for use of the Department's Temporary Detention Area and interview rooms.
- POLICY:** It shall be the policy of this Department to utilize the Temporary Detention Area and Interview Rooms to provide a safe and secure facility for interviewing and the temporary detention and processing of criminal suspects while preliminary investigations are conducted. The following procedures shall be observed at all times unless the circumstances demand a variation. In all cases where a deviation from the guidelines occurs, the action shall be approved, explained and justified by the duty Watch Commander. Watch Commanders shall be directly responsible for securing adherence to the policy and for the direct supervision, control, upkeep, repair and cleanliness of the Temporary Detention Area and Interview Rooms as well as the care and treatment of detainees. [CALEA 1.2.3a,b]

PROCEDURE:

- I. Utilization of the Temporary Detention Area (UPD 119)
- A. The Temporary Detention Area consists of the processing area and the detention cells. The processing area is to be utilized as a secure area to complete processing, testing and required documentation for an arrest. The detention cells are to be utilized to secure detainees while the required paperwork is being completed or additional information is being obtained. [CALEA 70.1.1]
- B. Authorization for use of the Temporary Detention Area
1. When transporting a detainee to the University Police for placement in the Temporary Detention Area an officer must notify the dispatcher & WC.
 2. The Watch Commander will ensure that there are no special considerations as noted in this order that would require the detainee to be transported to another facility rather than to the Department Temporary Detention Area.
 3. When bringing in a detainee an officer is to enter the University Police building through the south door, into the processing area of the Temporary Detention Area.
- C. Supervision and accountability for detainees – The arresting officer is responsible for searching and processing any detainees who are brought to police facility.
1. Before placing a detainee in the Temporary Detention Area, the officer

- must confirm that dispatch is prepared to monitor and report on the detainee(s) and officer(s) welfare. [CALEA 71.3.1b,c, 71.5.1a]
- a. Ensure the video cameras and monitors are operational.
 - b. Ensure the audio sound is operational.
 - c. Turn the lights on and ensure they are functional.
 - d. Ensure that the room is clean and free of any trash or debris.
2. Before placing a detainee in a Temporary Detention cell, the officer will conduct a security inspection of the room, checking for weapons and contraband. [CALEA 42.2.10a, 71.3.1b]
 3. Officers will complete the Detention Register on all individuals placed in the Temporary Detention Area, no matter how short the duration of detention [CALEA 71.3.1a].
 - a. Note name, age, charge and/or nature of detention, report number, date and time placed in the cell and cell letter, Officer's name, and date and time released.
 - b. In the comments section note telephone calls allowed, other items provided the detainee and any items of note on physical condition, medical problems or incidents during detention.
 - c. Detainees will be afforded the opportunity to utilize the restroom and to have water but under normal circumstances meals will not be provided. If any food is provided the circumstances will be noted on the detention register. [CALEA 71.4.1]
 4. Video and audio monitors allow for observation of detainees at the primary location in Communications. However, direct visual observation must occur every 30 minutes. [CALEA 42.2.10d, 71.3.1c, 71.3.3f, 71.5.1a]
 5. Two portable duress alarms that can be depressed in the event of an emergency are available for use in the Temporary Detention Area. When the button is depressed an audible alarm will sound to alert the Dispatcher of the need to send assistance to the officer. [CALEA 42.2.10d, 71.3.3b, 71.5.1c]
 6. Officers with portable radios may utilize them to communicate the need for immediate response or assistance. [CALEA 42.2.10d, 71.3.3b, 71.5.1c]
- D. Confirm the classification of the detainee to ensure segregation, if required. [CALEA 71.3.1e]
1. Female detainees may not be confined with males.
 2. Juvenile detainees may not be confined with adults.
 3. Juveniles may be detained temporarily in an office with a Police Officer present at all times.
 4. If a juvenile is arrested, officers shall note whether the juvenile was placed in a secured or non-secured setting in the RIMS arrest information.
- E. Officers shall place their firearms in a gun locker before entering the Temporary Detention Area or Hard Interview Room. [CALEA 42.2.10a, 71.3.3a, 71.5.1b]
1. The officer shall keep the locker key.
 2. Instruct officers from other agencies who are utilizing the rooms of the weapon locker locations.

- F. Handcuffing detainees – The following factors shall be taken into consideration when determining whether a detainee needs to be handcuffed while inside the Temporary Detention Area (processing area or detention cells) or Hard Interview Room [CALEA 42.2.10b, 71.3.1c]:
1. Have they exhibited behavior that indicates that they are a threat to the University community, to the officer or to themselves?
 2. Are they going to be using the telephone?
 3. What is the demeanor (Mental/emotional State) of the detainee?
 4. Are sufficient officers available to control the detainee(s)?
 5. Do they need to sign documents?
 6. Will the interview process be hindered if the detainee is handcuffed?
- G. At the time a person is detained the officer who is placing them in a Temporary Detention cell must determine, through visual observation and by asking the detainee directly, if the detainee is [CALEA 42.2.10b, 71.3.1d]:
1. Sick or injured;
 2. Diabetic or epileptic;
 3. Taking insulin;
 4. Using any medicines or prescription drugs;
 5. Using any controlled substance; or
 6. Suicidal.
- H. A thorough search will be conducted of all subjects before they are placed in the Temporary Detention Area and anytime a subject has been removed and then returned to a cell.
1. Incidental to a lawful arrest, detainees will be thoroughly searched and all of their property will be removed from them, inventoried and properly secured.
 2. Confiscated property/evidence shall be placed in evidence lockers, and appropriately documented.
 - a. A receipt will be issued, if needed.
 - b. A second officer or dispatcher will witness the counting of cash
 3. Confiscated property that will be returned when a detainee is released from the University Police Station shall be appropriately documented and secured.
 - a. A Temporary Property Record form will be completed.
 - b. Prior to returning the property to the owner, he/she will sign the Temporary Property Record acknowledging the return his/her property.
 - c. A second officer or dispatcher will witness the counting of cash
- I. Telephone Calls– Penal Code Section 851.5 [CALEA 71.3.1b]
1. Immediately upon being booked, and no later than three hours after arrest, an arrested person has the right to make at least three completed telephone calls.

2. These calls are to be made at no expense to the suspect if they are made within the local dialing area, or at his expense if outside the local area.
 3. These calls may be made to an attorney of his/her choice, or if they have no funds, to the public defender, a bail bondsman, a relative or other person.
 4. Calls to attorneys are not to be monitored.
 5. A sign containing the above information must be posted in a conspicuous place of detention.
 6. These telephone calls are to be given immediately upon request or as soon as practicable.
 7. Names of individuals called, telephone numbers and times of calls shall be recorded in the Detention Register.
 8. An arrestee who is identified during the booking process as a custodial parent of a minor child is entitled to make *two* additional (for a total of five) local telephone calls for the purpose of arranging child care. If the arrestee so requests, the telephone calls shall be allowed "*immediately*," or as soon as is practicable.
- II. Conditions under which detainees may be secured in a Temporary Detention cell:
- A. To temporarily confine a suspect in a safe environment.
 - B. If an officer must respond to an emergency call or other activity requiring his/her attention.
 - C. While an officer completes a preliminary investigation, required reports and other documentation.
 - D. While awaiting another agency that has official business with the detainee.
- III. General Guidelines
- A. The Temporary Detention Area is designed to only be a temporary holding area for use while processing arrestees, etc.
 1. Detainees may not be held without continuous control or supervision by Department personnel for periods to exceed 2 hours. [CALEA 71.5.1a]
 2. If a detainee is being processed or interviewed they may be held for the amount of time necessary to complete these tasks.
 3. As stated above, department personnel will physically check unattended detainees (face to face visual observation) at least every 30 minutes to determine their welfare. [CALEA 71.3.3e]
 - B. Avoid public display of the detainee.
 - C. Access to the Temporary Detention Area and detainee will be controlled. No visitors will be allowed with the following exceptions: attorneys, parents, guardians or relatives or friends arranging bail. [CALEA 71.3.3c]
 - D. Escape Prevention [CALEA 42.2.10b, 71.3.3d, 71.5.1d]

1. Officers will insure that exterior building doors are secured before unhandcuffing detainees or moving them from Temporary Detention.
 2. It is recommended that two officers be present when a detainee is being searched, being placed in the Temporary Detention Area or being removed from the Temporary Detention Area for interviewing.
- E. The windows in the Temporary Detention cells are for welfare and safety inspections only.
- F. Food is not allowed in the Temporary Detention Area unless authorized by the Watch Commander. Bottles and cans are not allowed under any circumstances. [CALEA 71.4.1]
- IV. Detainee movement within the University Police Department Building:
- A. All detainees shall be escorted by an officer at all times.
 1. The use of handcuffs will be at the officer's discretion based on the criteria mentioned in Part I, Section F of this procedure.
 2. Detainees will not be denied access to restrooms, water or other needs. Requests for use of the restroom will be accommodated in a timely manner. [CALEA 42.2.10f, 71.4.1]
 - B. If detainees are removed from a Temporary Detention cell, they will be searched again before being re-secured in a Temporary Detention cell.
- V. Fire Prevention and Suppression [CALEA 71.4.2]
- A. When detainees are searched, all matches, lighters, etc. will be removed from their person.
 - B. No smoking is allowed in the Temporary Detention Area.
 - C. No flammable objects will be allowed in the Temporary Detention Area and the interior is such that it is not conducive to burning.
 - D. Should a fire be started, a fire extinguisher is located in the hall outside the Temporary Detention Area and officers will utilize this to extinguish any flames.
- VI. Evacuation from the Temporary Detention Area [CALEA 71.4.2]
- A. Detainees will be immediately evacuated from the Temporary Detention Area in the event of fire in the building, earthquakes, or any other situation which makes remaining in the building unsafe.
 - B. Detainees who are evacuated will be removed from the building through the closest exit door.
 - C. If a detainee cannot be released, they will be secured in the rear of a caged police vehicle and monitored by Department personnel until transport can be arranged to another facility.

- VII. Special Considerations
- A. Do not bring violent suspect(s) who are under arrest to the University Police Department's Temporary Detention Area. Take them directly to Orange County Jail.
 - B. Do not bring sick or injured suspect(s) who are under arrest to the University Police Department Temporary Detention Area.
 - 1. Notify the fire department paramedics
 - 2. Transport via ambulance directly to a medical facility
 - C. Do not bring violent W & I 5150's to the University Police Department, transport directly to U.C.I. Medical Center Psychiatric Ward.
 - D. Intoxicated detainees should be transported directly to the Orange County Jail unless the intent is to secure their release to a responsible party, or to process for D.U.I.
- VIII. If a detainee commits any public offense while in the Temporary Detention Area:
- A. The arresting Officer shall use a separate reporting form; i.e. case number, crime and arrest report.
 - B. References - Relevant Sections
 - 1. P.C. 4532(a) escape attempt by misdemeanor
 - 2. P.C. 4532(b) escape attempt by felon
 - 3. W & I 602 persons under eighteen years in violation of law
- IX. Procedures for conducting interviews in the Hard Interview Room (UPD 121) [CALEA 1.2.3b, 42.2.10d]
- A. All procedures noted above for use of the Temporary Detention Area are applicable to the use of the Hard Interview Room for conducting interviews including those for weapons control, the means and method for summoning assistance, and access to restrooms, water, or comfort breaks. [CALEA 1.2.3a, 42.2.10a, f]
 - 1. As a general rule only one officer should be in the Hard Interview Room at any given time. On occasion more than one officer may be required to be present depending on the nature of the interview/interrogation. At no time are more than two officers allowed in the Hard Interview Room to interview one detainee. [CALEA 42.2.10c]
 - 2. Due to security concerns officers should be mindful of what items they bring into the Hard Interview Room with them (pens, paper, paperclips, and pencils) and ensure that all items are removed at the time that they leave. [CALEA 42.2.10b]
 - B. The Hard Interview Room is equipped with a table and four chairs. No other equipment or items are to be kept in the room. [CALEA 42.2.10e]
 - C. Permanently installed video and audio equipment allows for the recording of all

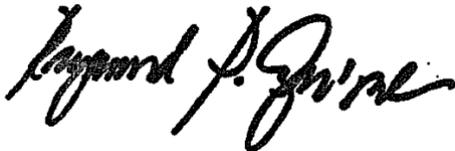
interviews conducted in the Hard Interview Room. The video and audio equipment are activated by motion. [CALEA 42.2.10e, 71.3.3f]

- X. Procedures for conducting interviews in the Soft Interview Room (UPD 127) [CALEA 1.2.3a]
- A. Detainees shall not be interviewed in the Soft Interview Room. The Soft Interview Room shall be used for interviewing out of custody suspects, victims or other needs as determined by the on-duty Watch Commander.
- B. Permanently installed video and audio equipment allows for the recording of interviews conducted in the Soft Interview Room if desired. The video equipment is activated by motion. The audio is activated by the rocker switch on the wall next to the door inside the Soft Interview Room.
- XI. Personnel charged with monitoring temporarily detained individuals in the Temporary Detention Area and Hard Interview Room will be provided with initial training on the use of the room and will receive retraining at least once every three years. [CALEA 1.2.3a]
- XII. In addition to the inspections conducted by officers prior to placing detainees inside the Temporary Detention Area or Hard Interview Room, the appropriate Command Staff will conduct semi-annual inspections of the room to include functioning of doors, locks and equipment with indications for those areas requiring repair or modification. [CALEA 71.2.1, 71.4.3]
- XIII The appropriate Command Staff will complete an administrative review of the Temporary Detention Area including the temporary detention cells and processing area and Interview Rooms and the procedures for their use at least every three years. This review will ensure that Department policies and procedures governing temporary detention are being followed and that the use of the facility continues to be adequate for the Department's needs. [CALEA 71.4.3]

REVIEWED BY:

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