
	<b>Florida State University Police Department</b>	
<b>TEMPORARY CUSTODY</b>		
Revision Effective Date: 09/01/17	<b>General Order 721</b>	Attachments: None
Rescinds/Amends: 10-30 (7/13/10), 08-200-17A	Distribution: Department-Wide	CFA Reference: none
	Pages: 5	

**Policy - Temporary Custody**

The general order provides Department personnel with guidelines for the safe and secure control of prisoners brought to the Department or other facilities.

Individuals in temporary police custody for processing or transport to other facilities shall be under the constant supervision of a sworn officer in a manner that is both safe and secure. ***No person in custody shall be left unobserved, unsupervised, or unattended.***

**Procedures**

**A. Processing Areas.**

1. Booking Room. The Booking Room, 111 is located across the hall from the Temporary Evidence Storage Room, 110.
2. Investigations Division. The processing areas shall be those rooms designated as interview rooms within Suite 215.
3. If mass arrests occur during any emergency or “unusual occurrence,” arrestees shall be processed and transported in accordance with the provisions of General Order titled, “Emergency Response Plan to Unusual Occurrences.”

**B. Violent, Ill, or Intoxicated Prisoners.**

1. In the event that a prisoner is violent, ill or intoxicated at the arrest location or while en route to the FSU Police Department facility, the arresting officer may elect to transport the prisoner directly to the Leon County Detention Center or JARC. If the violent, ill, or intoxicated person is a juvenile, the arresting/transporting officer shall further comply with the provisions of General Order titled, “Juvenile Arrest and Custodial Procedures.”
  - a. The transporting officer shall advise the commutations of the circumstances and comply with the provisions of General Order titled, “Prisoner Transport.”

2. If a prisoner, while in temporary custody at the FSU PD facility, requires medical assistance or experience an emergency situation the officer will notify communications and request emergency medical services.
3. A first-aid kit will be maintained within the Booking Room of the FSU PD facility. On a weekly basis a shift supervisor shall be responsible for inspecting the first-aid kit and restocking first-aid supplies as necessary.

**C. Prisoner Supervision.**

Officers shall use the following guidelines when persons under arrest are temporarily detained for questioning or processing.

1. An officer will be responsible for the supervision of the prisoner. To include ensuring that the prisoner is aware of the signage posted within the interview rooms instructing the prisoner to notify the supervising officer of any emergency situation medical or otherwise.
2. If it is necessary for the officer to leave the prisoner temporarily, or if the officer is unable to adequately provide for the security and safeguarding of the prisoner, it shall be the responsibility of the officer to request additional sworn personnel to provide for the constant observation and supervision of the prisoner.
3. No prisoner will be placed in interview rooms in the Booking Room without being searched. All searches of individuals shall be conducted in accordance with the provisions of General Order titled, "Arrests, Searches, and Seizures." In accordance with the provisions of General Order titled, "Prisoner Transport" no body cavity searches shall be conducted by FSU PD officers. If an officer has reasonable suspicion that the prisoner has evidence, contraband, or weapons hidden in his or her body, the prisoner shall be immediately transported to the Leon County Detention Facility.
  - a. Maintenance tools or culinary equipment shall be strictly prohibited in any areas of the Booking Room when prisoners are present. This includes the interview rooms, bathrooms, and/or common areas within the Booking Room.
  - b. Only very small items of personal property may be taken to the Leon County Detention Facility. All other (unallowable) items must remain at the FSU PD facility and be maintained within the FSU PD Property Room in accordance with the provisions of General Order, titled, "Evidence and Property Control System".
4. Sworn officer(s) shall always place their body in such a manner to ensure that the side of the body carrying their weapon does not directly face the prisoner. Firearms and other weapons shall be securely snapped in the officer's holsters.
5. Male and female prisoners shall be separated to prevent contact. Juveniles shall be separated from adults and by gender to prevent physical, verbal and visual interaction. When processing juveniles taken into custody the officer(s) shall comply with the provisions of General Order, titled, "Juvenile Arrest and Custodial Procedures."

6. When prisoners are taken to the FSU PD's booking room, they shall only be placed in those specific interview rooms that have a secure bar to which they can be handcuffed and continuously observed.
7. The arresting officer shall search the interview room where the prisoner is being placed.
8. Only sworn officers shall enter the interview room when occupied by a prisoner for the express purposes of securing, interviewing or removing the prisoner.
9. Because the doors of the interview rooms in the Booking Room cannot be locked, they shall remain open in order to permit constant observation and supervision of the prisoner. However, during circumstances in which a prisoner is acting violently or abusive, e.g., spitting, while the arrest documentation is being processed or he/she is being interviewed, the officer may shut the interview room door, thereby constantly observing the prisoner through the glass panel on the interview room door.
10. Prisoners shall be allowed reasonable access to fresh water, toilet, and sink facilities. The following restrictions shall apply:
  - a. Prior to any prisoner or suspect using the restroom, an officer shall search for and remove from the restroom any item(s), which may be used as a weapon or means of escape. The officer shall search the restroom before and after use.
  - b. . Under normal circumstances, an officer of the same gender as the prisoner shall accompany the prisoner or suspect into the restroom. In the alternative, if an officer of the opposite gender is the only officer present at the time that the prisoner must go to the bathroom, he or she shall leave the restroom door partially open in order to simultaneously provide for prisoner privacy and constant observation.
  - c. If under arrest, the prisoner shall remain restrained in order to prevent his or her unimpeded freedom of movement. However, restraint modifications may be utilized that enable the prisoner to perform his/her "bodily functions" without undue difficulty.

**D. Emergencies and Escapes.**

1. Should an officer need assistance for any emergency situation, e.g., extremely violent prisoner or escape, any available means of communication may be used including, but not limited to:
  - a. Portable radio and alert button;
  - b. Telephone; and
  - c. Verbal alarm
2. In the event of an escape, the arresting officer shall;
  - a. Sound the alarm as discussed in Sections D.1.a.-c., above and;
  - b. Notify the Communications Section that an escape has occurred and provide the location and any other pertinent information.
  - c. Communications shall immediately notify the neighboring agencies of the escape and facilitate contact between FSU PD units and assisting agencies.

- d. The arresting officer and all other available FSU PD officers shall make every effort to recapture the escaped person. Actions to be taken may include, but are not limited to:
  - 1) Pursuing the escapee, either on foot or in a police vehicle.
  - 2) Requesting FSU PD and other agency personnel to set up a containment perimeter.
  - 3) Using the reasonable and necessary amount of force to recapture the escapee in accordance with the provisions of General Order, titled, "Response to Resistance."
- e. The shift supervisor, upon notification of the escape, shall mobilize any additional officers or resources required to effect the recapture of the escapee.
- f. As soon as practicable, the arresting officer will meet with the supervisors and advise them of the situation.
- g. Upon the recapture of the escapee or belief that the escapee is no longer within the jurisdiction of the FSU PD or its contiguous environs, the shift supervisor shall end the escape alert and concomitant activities
- h. The officer will complete an incident report providing a detailed account of the circumstances.

**E. Fire Safety.**

- 1. The FSU Department of Environmental Health and Safety is responsible for inspection of fire detection devices and alarm systems within the Booking Room to ensure there has been no tampering or damage. If an officer discovers tampering or damage or receives a trouble alarm from the fire panel indicating the same, the officer shall immediately report such to the shift supervisor and the FSU Department of Environmental Health and Safety, which, in turn, is responsible for replacement or repairs.
- 2. The Fire Safety unit of the FSU Department of Environmental Health and Safety is responsible for the annual and documented testing/repair and replacement of fire detection and alarm devices and fire suppression equipment. All records of inspections, tests, repairs, and replacements are maintained by that Department.
- 3. Should a fire break out in the FSU PD facility, all prisoners shall be removed immediately from the Booking Room interview rooms or Investigations Section interview rooms by the nearest exit, placed in a police vehicle, and transported immediately to the Leon County Detention facility. The nearest exits are the north side exit door on the second floor (contiguous to the Investigations Section) and the west side exit door from the Booking Room.

**F. Training.**

Department personnel shall receive training coordinated by the Training Division in issues dealing with the security and safety of prisoners.

**G. Mass Arrests.**

In the case of a mass or group arrest that exceeds the safe holding capacity of the FSUPD facilities, arrestees may be transported directly to the Leon County Jail or JAC, as appropriate. Assistance may be requested of TPD or LCSO for transport vehicles, if available.

**Glossary**

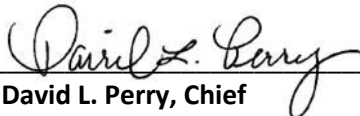
**Prisoner** - A person who has been arrested and taken into custody.

**Continuous Observation** - Placed in a booking room with open glass door. Prisoner(s) are handcuffed behind the back and secured to a rail to restrict movement. An Officer will place himself/herself where the prisoner can be observed.

**Indexing.** This general order shall be indexed as:

- Booking Room
- Custody
- Emergency Exit, Fire / Emergency
- Escape
- Holding Area
- Interview Room
- Prisoner, Medical Need
- Prisoner, Property
- Prisoner, Observation
- Prisoner, Search
- Prisoner, Security
- Prisoner, Supervision
- Prisoner, Transportation
- Prisoners
- Processing Area
- Reports, Escape of Prisoner
- Temporary Custody
- Training, Custody Procedures

**Attachments.** None

MTC 09/01/17 Filed: General Order 721
Title: Temporary Custody
Approved: <u></u> David L. Perry, Chief
Date: <u>09/01/17</u>