

	MEDFIELD POLICE DEPARTMENT	POLICY NO. 3.02
<b>HOLDING FACILITY</b>		
MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: 72.1.1; 72.1.2; 72.2.1; 72.3.1; 72.3.2; 72.4.3; 72.4.4; 72.4.6; 72.4.7; 72.4.8; 72.4.9; 72.4.11; 72.5.4; 72.6.2; 72.6.4		DATE OF ISSUE: 06/11/2023 EFFECTIVE DATE: 06/11/2023 REVISION DATE: 11/06/2025
ISSUING AUTHORITY:  Michelle Guerette Chief of Police		

## I. GENERAL CONSIDERATIONS AND GUIDELINES

Each community containing more than five thousand inhabitants shall, and any town may, maintain a lockup facility.<sup>1</sup> The mayor of each city, the Police Commissioner of Boston and the selectmen of each town required to maintain a lockup shall annually, by a writing recorded with the Town Clerk, appoint a keeper of the lockup, who shall have the care and custody thereof and of persons committed thereto.<sup>2</sup>

The proper operation of the police lockup is critically important to the safety of police personnel and the well-being of prisoners or detainees. By statute, the obligation to maintain a lockup includes the provision of any prescribed medication and nutritionally adequate meals.<sup>3</sup> In addition, detailed statutory

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<sup>1</sup> M.G.L. c. 40, s. 34

<sup>2</sup> M.G.L. c. 40, s. 35

<sup>3</sup> M.G.L. c. 40, s. 34

requirements exist concerning suicide prevention.<sup>4</sup> Department of Public Health regulations at 105 CMR 470 provide detailed requirements for the maintenance and construction of lockup facilities.

## **II. POLICY**

It is the policy of this department to:

- A. Operate a safe and sanitary lockup facility in compliance with state and local codes and regulations; and
- B. Care for detainees, being attentive to their security and medical needs; and
- C. Provide special care for juveniles, separate from adults and only in approved facilities consistent with the guidelines set forth by the Massachusetts legislature (see Handling of Juvenile Policy)

## **III. PROCEDURES**

### **A. Management and Administration**

- 1. The Chief of Police shall designate an officer to be responsible for the management and administration of the Lock-Up and Holding Facility.

### **B. Training [72.1.1]**

- 1. Initial Training
  - a. Initial training, as indicated below, shall be provided when new employees are hired, consistent with each employee's duties and responsibilities.
  - b. Suicide prevention: Any employee assigned to the position of sworn officer, dispatchers and matrons, whether full-time or part-time, shall be trained in accordance with the Municipal Police Training Committee guidelines for preventing suicide of detainees in the lockup.
  - c. Training

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<sup>4</sup> M.G.L. c. 40, s. 36A-C

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- i. Sworn police employees shall be trained in:
    - (a) Holding facility operations, including policies, rules and Procedures relative to the holding facility;
    - (b) Application of physical restraints;
    - (c) Search of detainees;
    - (d) Emergency and fire suppression equipment and procedures;
    - (e) Holding facility equipment:
      - (i) Cell check recorder;
      - (ii) Cell Cameras
      - (iii) Cell Audio; and
    - (f) Suicide prevention.
  - ii. Dispatcher Personnel shall be trained in:
    - (a) Holding facility operations, including policies, rules and procedures relative to the holding facility;
    - (b) Emergency and fire suppression equipment and procedures;
    - (c) Holding facility equipment:
      - (i) Cell check recorder;
      - (ii) Cell Cameras
      - (iii) Cell Audio; and
    - (d) Suicide prevention.
  - iii. All employees charged with physical supervision of detainees (clerks or dispatchers who participate in matron duties, matrons, etc.) shall be trained in;
    - (a) Holding facility operations, including policies, rules and procedures relative to the holding facility;
    - (b) Application of physical restraints if tasked with this;
    - (c) Search of detainees;
    - (d) Emergency and fire suppression equipment and procedures;
    - (e) Holding facility equipment:
      - (i) Cell check recorder;
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- (ii) Cell Cameras;
- (iii) Cell Audio; and

(f) Suicide prevention

2. In-Service Training/Re-Training

a. Employees shall be re-trained as needed, applicable to their duties in the lockup, in the following areas:

- i. Holding facility operations including policies, rules and procedures relative to the holding facility;
- ii. Application of physical restraints;
- iii. Search of detainees;
- iv. Emergency and fire suppression equipment and procedures;
- v. Holding facility equipment:
  - (a) Cell check recorder;
  - (b) Cell Cameras; and
  - (c) Cell Audio; and
- vi. Suicide prevention.

b. Completion of a refresher seminar in suicide prevention shall be a condition of promotion for all police officers.

c. All positions which require initial training shall receive retraining at least once every three (3) years. Training documentation shall be filed in the employees training folders [72.1.1]

**C. Access to Cell Block**

- 1. Nonessential persons, including department employees, shall not be allowed access to the cell block without the permission of the officer-in-charge. This includes maintenance personnel, the press and tour groups. See departmental policy and procedure on **Detaining Prisoners**. [72.1.2]
- 2. When nonessential persons are granted access to the cell block, their presence should not violate a detainee's privacy, impede facility operations, or frustrate future prosecutions.

3. After sanitation or maintenance personnel have left the cell area, the officer-in-charge will ensure that the cell block is inspected for tools or other items that may have been left behind.

#### **D. Safety and Sanitation**

##### **1. Fire/Emergency**

- a. **FIRE PREVENTION:** The chief of police or his/her designee shall establish fire prevention practices and procedures for the facility. [72.3.1]
  - i. The facility shall be equipped with both an automatic fire alarm that sounds to the dispatcher and a smoke detection system approved in writing by state or local fire officials.
  - ii. The type and location of fire suppression equipment shall be approved in writing by state or local fire officials.
- b. **EVACUATION:** The chief of police or his/her designee shall establish an evacuation plan and procedures for the holding facility in the event of fire or other situation which presents a hazard or danger to those being held in the cell block area. . [72.3.2]
  - i. In the event of a fire alarm/active fire within the Public safety Complex, all available officers shall immediately respond to the station.
  - ii. Officers shall have a primary duty of evacuating the facility upon order of on-duty fire personnel or when it is apparent there is an imminent danger to the occupants of the building.
  - iii. Prisoners shall be handcuffed when practicable, temporarily placed in a secure cruiser until fire personnel have deemed the building safe to return.
  - iv. In the event of a prolonged closure of the detention facility, prisoners shall be transported to a neighboring department consistent with mutual aid agreements.

##### **2. Physical Conditions [72.2.1]**

- a. The holding facility shall provide the following minimum conditions for detainees:<sup>5</sup>
  - i. Adequate lighting as required by local code or ordinance;
  - ii. Circulation of fresh or purified air in accordance with applicable codes;
  - iii. Access to a toilet and drinking water;
  - iv. Access to a wash basin or shower for detainees held in excess of eight hours; and
  - v. A bed and bedding for each detainee held in excess of eight hours.
- b. CELL COVERING: Each cell in the holding facility shall be equipped with a protective covering of high-impact, transparent wall facing. This protective covering shall cover all bar structures accessible to detainees.<sup>6</sup>
- c. Audio and Video Monitoring
  - i. Holding cells and the holding facility shall be equipped video and audio surveillance that is monitored in the dispatch area. All detainees will be monitored by dispatch personnel and officers who are in the holding facility. While any detainee is in the holding facility/cell, the audio System shall be activated so it is clearly audible.
  - ii. Detainees shall be informed during booking processing that cells are video and audio monitored and if they need assistance, speak loudly and they should be heard. [72.4.8]

### **3. Medical**

- a. A first aid kit shall be maintained in a prominent location within the holding facility and shall contain material necessary for light emergency medical treatment. [72.6.2]

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<sup>5</sup> 105 CMR 470

<sup>6</sup> M.G.L. c. 40, s.36B

- b. Procedures for gaining access to medical services shall be posted in the holding facility in English and, if possible, any other languages prevalent in the community. [72.6.4]

**4. Inspections [72.3.1; 72.4.6]**

- a. The chief of police or his/her designee shall be responsible for ensuring:
- i. Daily inspections of the holding facility fire detection equipment, emergency exits, cell bars, doors, locks, windows, ventilation, lights, monitors, security devices, sanitation and a search for weapons or contraband and tampering or damage to facilities; and
- ii. Documentation of the following inspections of the holding facility:

Weekly	<ul style="list-style-type: none"><li>• Visual inspection of fire detection and suppression equipment</li><li>• Bars, doors, windows, walls, floors, locks, access plates, protective screens, ventilator covers, light fixtures, cell toilets, audio and video equipment, and beds of all cells for weapons and contraband, operational wear and detainee tampering.</li><li>• Emergency medical equipment, including first aid kit, located within the holding facility (All missing items shall be replaced.)</li></ul>
Per Fire Code	<ul style="list-style-type: none"><li>• Fire detection devices and alarm system</li></ul>
Semi-Annually	<ul style="list-style-type: none"><li>• Fire suppression equipment test</li></ul>

- iii. Weekly inspection reports are filed in a binder at the booking desk.
- b. Holding facilities not suitable for use or not passing inspections shall not be used to hold detainees. Cells that do not pass inspections shall be kept closed and locked, so

that they will not be used. The cell should be tagged with an explanation of the problem to prevent inadvertent use.

## **E. Security**

1. KEYS: The chief of police or his/her designee shall establish procedures governing the control and use of all keys and/or access control devices to the holding facility.
2. DOORS: [72.4.4]
  - a. All unoccupied cells shall be left unlocked and in fully open positions so as to ease the confining of a prisoner after booking.
  - b. The outer door into the booking facility shall be kept locked at all times.[72.4.3]
3. TOOLS: No tools are allowed in the cell block area, except with the specific authorization of the officer-in-charge. Upon the conclusion of any maintenance or construction in the holding facility, an inspection shall be done to ensure no tools have been left behind. [72.4.7]
4. THREATS: Any threat, indicated or perceived, against the structure of the police facility or departmental personnel, which an officer considers to be serious in intent, shall be reported immediately to the officer-in-charge. Upon being notified of the threat, the officer-in-charge shall take whatever action [s]he deems necessary to negate the effect or consequences of the threat and shall file a written report of the incident to the Chief of Police or his/her designee. [72.4.11]
4. ALERTING CONTROL POINT: The holding area shall be equipped with a system so that a detainee may alert the dispatcher and/or officer-in-charge in the event of an emergency. [72.4.8] That system includes the intercom equipment and video feed of the holding area.
5. PANIC ALARMS [72.4.9]
  - a. The holding facility shall have a security alarm system for officers/employees, linked to the dispatch area or other central control point.



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**F. Juveniles and Females**

1. JUVENILES: Lockup and other detention facilities shall be such as to prevent juveniles who are detained from coming in contact with adult detainees. Juveniles shall be separated by sight and sound from adult detainees. See department policy on **Handling Juveniles** [72.5.4]
2. FEMALES: If males and females are required to be detained at the same time, the holding area for females shall be separated from the male holding area by sight and sound. In any city required under M.G.L. c. 147, s.18 to designate a station for the detention of females and appoint matrons, a matron shall remain constantly at the station so long as any female is detained and shall have the entire care and charge of all females.<sup>7</sup> [72.5.4]

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<sup>7</sup> M.G.L. c. 137, s. 19