



CITY OF PORTLAND, OREGON



Bureau of Police

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EXECUTIVE ORDER

DATE: October 1, 2008

TO: All Members

RE: DIR 870.25 Precinct Holding Rooms

ACTION: Title changed to Temporary Holding Rooms. Juvenile requirements revised.
Please read entire directive below:

870.25 TEMPORARY HOLDING ROOMS

Index: Title

Refer: DIR 410.00 Injuries/Occupational Illness/Disability/LOS

DIR 640.70 Fingerprinting and Photographing Juveniles

DIR 850.30 Juveniles, Custody

Juvenile Secure Custody Log (Intranet)

POLICY (870.25)

Prisoners in a precinct/division will be restricted to holding rooms, and the area adjacent to the rooms, with the highest priority placed on the security and safety of Bureau members and other persons. The holding rooms will be disinfected weekly, or more often as needed, to ensure a safe environment for members and prisoners.

PROCEDURE (870.25)

Directive Specific Definitions

Contamination: When a holding room, immediate area or vehicle comes in contact with body fluids or suspected Staph/Methicillin Resistant Staphylococcus Aureus (MRSA) infection.

Holding cell: A room used to temporarily hold a subject while a member completes a preliminary investigation prior to booking and/or citing, and/or verifies the subject's identification. Juvenile status offenders will not be placed in holding cells.

Immediate area: Part of a precinct/division that contains the holding rooms. The immediate area may be physically divided by a door or implied by the design of the building.

Prisoner: Any subject taken into custody by a member, whether it is voluntary or not.

Responsible member: A sworn member that is responsible for a prisoner.

Securing a vehicle or holding cell: Sealing it from use with a bio-hazard warning until it can be disinfected.

Sign in/sign out log (Adult and Juvenile): A log that is maintained in the immediate area for documenting when prisoners are placed in and removed from holding rooms. There will be an

entry in the log for each prisoner placed in a holding cell, no matter how long they were there. Each log entry will contain the following information: the name of the member responsible for the prisoner, the name of the prisoner, the date and time the prisoner was placed into and removed from the holding room and an indication the holding room was searched after the removal of the prisoner. In addition to the above, the juvenile log will include age or DOB of the offender, the offense, and the disposition of the juvenile.

Staph/MRSA skin infection: A communicable disease that can be spread by contact between infected skin and healthy skin, and infected objects and healthy skin. Staph/MSRA may be present in a pimple, rash, boil, blister or open wound, and can often look like a spider or insect bite. If left untreated, Staph/MRSA may progress from a skin irritation to a serious bone or blood infection. Staph/MRSA can live for up to 24 hours on infected objects and skin.

Juvenile Requirements (870.25)

The purpose of detaining juveniles in holding rooms is to secure only those that have engaged in criminal behavior. It is preferable to detain compliant, minor offenders in non-secure areas. Juveniles who commit crimes may be held in a secure manner for up to five hours. It is not permitted to hold status offenders, non-offenders, violators, alien juveniles, or civil-type juvenile offenders in a secure manner at any time (see Directive 850.30 Juveniles, Custody for more detail). These juveniles may be detained in a non secure area of the facility for processing while awaiting transportation.

Juveniles will not have contact with adult inmates. Contact is defined to include any physical or sustained sight or sound contact. Brief and/or inadvertent contacts between juvenile offenders in a secure custody status and adult inmates in holding cells do not count as violations.

Members Responsibilities (870.25)

a. Arresting member:

1. Ensure that all prisoners transported to a precinct/division are restricted to the precinct's/division's holding rooms and/or the immediate area. Prisoners will not be allowed in the report writing area of the precinct, even if it is part of the immediate area.
2. Prisoners will remain handcuffed at all times while in a holding room or the immediate area.
3. Inspect the holding room for hazards and contraband prior to placing the prisoner in it. If either is found, document their existence and take the appropriate action.
4. Search and remove all non-essential property from the prisoner prior to placing the prisoner in the holding room. This includes, but is not limited to, objects that can be used as a weapon or means of escape, and non-essential clothing such as belts, shoes and jewelry. All removed property will accompany prisoners to booking, or be returned upon release.
5. Write the day's date, the time, the prisoner's name, and the arresting member's name on the board outside the holding room.
6. Complete the prisoner entry in the sign in/out log.
7. Ensure the prisoner is monitored at all times. This requires the following:
 - a) A sworn member must be either in the immediate area or report writing room at all times.

- b) The responsible member will not leave the immediate area until another sworn member is present and responsibility has been delegated for the observation and custody of the prisoner.
- c) Members will continuously check the welfare of the prisoner every 15 minutes or more frequently if needed.
- 8. Report any contamination to a precinct shift supervisor.
- 9. If the prisoner is a juvenile:
 - a) Ensure all information is written into the Juvenile Secure Custody Log.
 - b) Juveniles must be placed into separate holding rooms from adults.
 - c) Juveniles may not be held in a police precinct for more than five hours.
- b. Supervisor responsibilities:
 - 1. Ensure the sign-in/sign-out logs are maintained.
 - 2. Ensure the SOP for contaminated holding rooms and vehicles is adhered to.
 - 3. Ensure the special procedures for juveniles are followed.
- c. RU manager responsibilities:
 - 1. Develop an SOP for cleaning holding rooms, the immediate area and vehicles that have been contaminated, or are suspected to be contaminated, with body fluids or Staph/MRSA.
 - 2. Ensure the SOP is posted in the immediate area.
- d. Bureau members:
 - 1. Perform any required duties per the decontamination SOP.

Contaminated Holding Rooms and Vehicles (870.25)

To help prevent the spread of Staph/MRSA skin infection and other communicable diseases the following steps shall be taken in the event of contamination.

- a. Members who determine a holding room, immediate area and/or vehicle are contaminated will:
 - 1. Treat the contamination as a bio-hazard, and take appropriate safety precautions.
 - 2. Secure the contaminated area and/or vehicle.
 - 3. Follow the RU's SOP for contamination.
 - 4. Notify a precinct/division shift supervisor of the contamination, and securing of the contaminated areas.
 - 5. Document any member's exposure to the contamination in the injury log.
- b. Members will not use a vehicle or holding cell that has been secured.

FOR MORE INFORMATION:

Please contact Marsha Palmer, Strategic Services Division, at 503-823-0264.

ROSANNE M. SIZER
Chief of Police

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