

*\*Please note: This is a working draft of Directive 870.25. This is proposed language and the Bureau has not implemented any changes to the current policy at this time.*

**870.25, Procedures for Members in Specially Designated Areas in Police Facilities**  
*2<sup>nd</sup> Universal Review: 1/31/20 -3/1/20 (Clean view)*

**Refer:**

- DIR 060.00, Standard Operating Procedures
- DIR 410.00, Injuries/Occupational Illness/Disability/LOS
- DIR 640.70, Fingerprinting and Photographing Juveniles
- DIR 850.30, Temporary Detention and Custody of Juveniles
- Juvenile Secure Custody Log (Intranet)

**Definitions:**

- **Communicable Diseases:** An illness or infection that is transmittable by direct (e.g., physical contact) or indirect (e.g., airborne) contact with an infected individual. For example, Staph/Methicillin Resistant Staphylococcus Aureus (MRSA) is 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. Staph/MRSA can live for up to 24 hours on infected objects and skin.
- **Contamination:** When a space or location becomes unsanitary due to exposure to body fluids or an individual with a communicable disease.
- **Holding Room:** A room used to temporarily hold a subject while a member completes a preliminary investigation prior to interviewing a subject, verifying a subject's identification, issuing a citation, booking the subject, or completing other tasks related to a detention or arrest. Juvenile status offenders shall not be placed in holding rooms.
- **Specially Designated Area:** A secure area of a precinct/division that contains the holding rooms and intoxilyzer rooms.
- **Juvenile Status Offender:** A juvenile who is charged with or who has committed an offense that would not be criminal if committed by an adult (e.g., truancy, curfew, runaway, possession and/or consumption of tobacco products and/or alcohol), yet may be taken into protective custody for purpose of reuniting the juvenile with a parent, guardian, or other responsible person.

**Policy:**

1. The Portland Police Bureau recognizes its responsibility to respect the dignity of all persons that come into contact with its members and protect the safety and health of those taken into temporary custody. In this regard, subjects in a precinct/division shall be restricted to the specially designated areas with a priority placed on the security, safety, and health of the subject, others persons, and Bureau members alike.

**\*Please note: This is a working draft of Directive 870.25. This is proposed language and the Bureau has not implemented any changes to the current policy at this time.**

2. Bureau shall ensure that vehicles and specially designated areas are decontaminated as often as necessary to provide a clean and healthy environment for subjects, other persons, and Bureau members alike.

**Procedure:**

1. Member Responsibilities.

- 1.1. Arresting members shall conduct the following:

- 1.1.1. Restrict all subjects transported to a precinct/division to the specially designated area. Subjects shall not be allowed in other secure areas of the police facility, except for as necessary to reach the specially designated area. Ensure subjects are handcuffed with their hands behind their back at all times while in the specially designated area. Members may briefly secure a subject's handcuffs in the front of the body when necessary for the subject to use the phone or restroom facilities.

- 1.1.1.1. Members may remove handcuffs from a subject in the following situations:

- 1.1.1.1.1. The subject is conducting a field sobriety test.

- 1.1.1.1.2. The subject is conducting an interview with detectives in the Detective Division.

- 1.1.1.1.3. When approved to do so by a supervisor or detective.

- 1.1.2. Inspect the holding room for hazards and contraband prior to placing the subject in it. If either is found, document their existence and take the appropriate action.

- 1.1.3. Search and remove all non-essential property from the subject prior to placing the subject in the holding room. This includes, but is not limited to, objects that can be used as a weapon, a means of escape, or to cause for self-harm, as well as non-essential clothing such as belts, shoes, and jewelry. All removed property will accompany subjects to booking, or be returned upon release.

- 1.1.4. Remove firearms and ammunition from their person in accordance with precinct/division Standard Operating Procedures (SOP) prior to entering the specially designated area. Members shall not carry their firearms or ammunition in this area.

- 1.1.5. Write the day's date, the time, the subject's name, and the arresting member's name on the board outside the holding room.

- 1.1.6. Complete the subject entry in the sign in/out log. The log shall be maintained in the specially designated area for documenting when subjects are placed and removed from holding rooms. Members shall make an entry for each subject placed in a holding room, regardless of length of stay. Each log entry will contain the following information:

- 1.1.6.1. The name of the member responsible for the subject,

- 1.1.6.2. The name of the subject,

- 1.1.6.3. The date and time the subject was placed into and removed from the holding room, and

- 1.1.6.4. Confirmation that the holding room was searched after the removal of the subject.

- 1.1.7. Ensure the subject is monitored at all times. This requires the following:

- 1.1.7.1. A sworn member must be either in the specially designated area or immediately adjacent areas of the police facility at all times.

**\*Please note: This is a working draft of Directive 870.25. This is proposed language and the Bureau has not implemented any changes to the current policy at this time.**

- 1.1.7.2. The responsible member shall not leave the specially designated area or immediately adjacent areas of the police facility until another sworn member is present and responsibility has been delegated for the observation and custody of the subject.
      - 1.1.7.3. Members shall check the welfare of the subject every 15 minutes or more frequently if needed.
    - 1.1.8. Report any contamination to a precinct/division shift supervisor and follow the precinct's/division's SOP regarding contamination of vehicles and specialty designated areas.
    - 1.1.9. Document any exposure to contamination in the Injury Log (e.g., contact with broken skin, mucous membranes [in the nose, mouth, or eyes], or puncture wounds), if applicable.
  - 1.2. Juvenile Detainees.
    - 1.2.1. Members shall document the juvenile's information and disposition in the Juvenile Secure Custody Log form.
    - 1.2.2. Juveniles shall be placed into separate holding rooms from adults. Members shall ensure that juveniles are not in sustained contact with adult subjects. This does not include brief and/or inadvertent contact.
    - 1.2.3. Juveniles shall not be held in a police precinct for more than five hours.
    - 1.2.4. Juveniles that have not engaged in criminal behavior shall not be held in holding rooms, but may be detained in a non-secure area of the precinct/division for processing while awaiting transportation.
    - 1.2.5. Members shall refer to Directive 850.30, Temporary Detention and Custody of Juveniles, for additional guidance on holding juveniles.
2. Supervisor Responsibilities.
  - 2.1. Ensure signs are posted in the specially designated areas that prohibit members from carrying their firearms and ammunition.
  - 2.2. Ensure members are not in the specially designated areas with any firearms and ammunition.
  - 2.3. Ensure the sign-in/sign-out logs are maintained.
  - 2.4. Ensure members follow the procedures for juveniles described in section 1.2.
  - 2.5. Ensure members follow the precinct/division SOPs regarding contaminated vehicles and specially designated areas.
  - 2.6. Address member medical needs regarding exposure to actual or potential contamination and communicable diseases.
3. Responsibility Unit (RU) Manager Responsibilities.
  - 3.1. Develop and maintain an SOP in accordance with Directive 060.00, Standard Operating Procedures, prohibiting members from carrying their firearms and ammunition in specially designated areas and outlining options for securing these items.

\*Please note: This is a working draft of Directive 870.25. This is proposed language and the Bureau has not implemented any changes to the current policy at this time.

- 3.2. Develop and maintain an SOP for cleaning vehicles and the specially designated areas that have been contaminated, or are suspected to be contaminated, with body fluids or other communicable diseases such as Staph/Methicillin-resistant Staphylococcus Aureus (MRSA).
  - 3.2.1. To help minimize and prevent the spread of communicable diseases, the SOP may provide supplemental guidelines, in addition to the following requirements, in the event of contamination:
    - 3.2.1.1. Treat the contamination as a bio-hazard and take appropriate safety precautions such as wearing personal protective equipment (e.g., gloves, safety glasses, medical face masks) to treat contaminates or to secure the contaminated area.
    - 3.2.1.2. Secure the contaminated area by sealing it from use with a bio-hazard warning until the area can be properly decontaminated.
    - 3.2.1.3. How to properly sanitize an area or request decontamination of a secured contaminated area.
    - 3.2.1.4. Notify a precinct/division shift supervisor of a contaminated area and the measures taken to secure the area (e.g., sealed with bio-hazard warning).
      - 3.2.1.4.1. If a contaminated area has been secured with a bio-hazard warning, members shall not use that specific area until properly decontaminated.
    - 3.2.1.5. Instruct members to document exposure to contamination in the Injury Log, if applicable.
- 3.3. Ensure SOPs are accessible in the specially designated areas.

Provide feedback [here](#).

\*Please note: This is a working draft of Directive 870.25. This is proposed language and the Bureau has not implemented any changes to the current policy at this time.

## **870.25 TEMPORARY HOLDING ROOMS**

### **870.25, Procedures for Members in Specially Designated Areas in Police Facilities**

*2<sup>nd</sup> Universal Review: 1/31/20 -3/1/20 (Redline markup view)*

#### **Refer:**

- DIR 060.00, Standard Operating Procedures
- DIR 410.00-~~\_~~Injuries/Occupational Illness/Disability/LOS
- DIR 640.70-~~\_~~Fingerprinting and Photographing Juveniles
- DIR 850.30-~~\_~~Temporary Detention and Custody of 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.~~ Communicable Diseases: An illness or infection that is transmittable by direct (e.g., physical contact) or indirect (e.g., airborne) contact with an infected individual. For example, Staph/Methicillin Resistant Staphylococcus Aureus (MRSA) is 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.
- Contamination: When a space or location becomes unsanitary due to exposure to body fluids or an individual with a communicable disease.
- Holding Room: A room used to temporarily hold a subject while a member completes a preliminary investigation prior to interviewing a subject, verifying a subject's identification, issuing a citation, booking the subject, or completing other tasks related to a detention or arrest. Juvenile status offenders shall not be placed in holding rooms.
- Specially Designated Area: A secure area of a precinct/division that contains the holding rooms and intoxilyzer rooms.
- Juvenile Status Offender: A juvenile who is charged with or who has committed an offense that would not be criminal if committed by an adult (e.g., truancy, curfew, runaway,

\*Please note: This is a working draft of Directive 870.25. This is proposed language and the Bureau has not implemented any changes to the current policy at this time.

possession and/or consumption of tobacco products and/or alcohol), yet may be taken into protective custody for purpose of reuniting the juvenile with a parent, guardian, or other responsible person.

- ~~● 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.~~

#### ~~**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 prisoners. 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 prisoners in holding cells do not count as violations.~~

#### **Policy:**

1. The Portland Police Bureau recognizes its responsibility to respect the dignity of all persons that come into contact with its members and protect the safety and health of those taken into temporary custody. In this regard, subjects in a precinct/division shall be restricted to the specially designated areas with a priority placed on the security, safety, and health of the subject, others persons, and Bureau members alike.

\*Please note: This is a working draft of Directive 870.25. This is proposed language and the Bureau has not implemented any changes to the current policy at this time.

2. Bureau shall ensure that vehicles and specially designated areas are decontaminated as often as necessary to provide a clean and healthy environment for subjects, other persons, and Bureau members alike.

**Procedure:**

1. Member Responsibilities ~~(870.25)~~.

1.1. a. Arresting ~~member~~members shall conduct the following:

~~1. Ensure that~~Restrict all ~~prisoners~~subjects transported to a precinct/division ~~are restricted to the precinct's/division's holding rooms and/or the immediate~~specially designated area. ~~Prisoners will~~Subjects shall not be allowed in ~~the report writing area~~other secure areas of the precinct, even if it is part of the immediate area.

1.1.1. ~~2. Prisoners will remain police facility, except for as necessary to reach the specially designated area. Ensure subjects are handcuffed with their hands behind their back at all times while in the specially designated area. Members may briefly secure a holding room or the immediate area. The investigation and interview process is often best served by unhandcuffing prisoners while they are detained~~subject's handcuffs in holding cells and during interviews. Approval to unhandcuff prisoners must be obtained from a sergeant or detective or by exceptions authorized by specific division SOP. Safety considerations require that movement between cells and interview rooms is generally done with prisoners ~~handcuffed~~the front of the body when necessary for the subject to use the phone or restroom facilities.

1.1.1.1. ~~3. Members may remove handcuffs from a subject in the following situations:~~

1.1.1.1.1. The subject is conducting a field sobriety test.

1.1.1.1.2. The subject is conducting an interview with detectives in the Detective Division.

1.1.1.1.3. When approved to do so by a supervisor or detective.

1.1.2. Inspect the holding room for hazards and contraband prior to placing the ~~prisoners~~subject in it. If either is found, document their existence and take the appropriate action.

1.1.3. ~~4. Search and remove all non-essential property from the prisoners~~subject prior to placing the ~~prisoners~~subject in the holding room. This includes, but is not limited to, objects that can be used as a weapon ~~or, a~~ means of escape, ~~and/or to cause for self-harm, as well as~~ non-essential clothing such as belts, shoes, and jewelry. All removed property will accompany ~~prisoners~~subjects to booking, or be returned upon release.

1.1.4. ~~5. Remove firearms and ammunition from their person in accordance with precinct/ division Standard Operating Procedures (SOP) prior to entering the specially designated area. Members shall not carry their firearms or ammunition in this area.~~

\*Please note: This is a working draft of Directive 870.25. This is proposed language and the Bureau has not implemented any changes to the current policy at this time.

1.1.5. Write the day's date, the time, the ~~prisoner's~~subject'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.~~

1.1.6. ~~7. Complete the subject entry in the sign in/out log. The log shall be maintained in the specially designated area for documenting when subjects are placed and removed from holding rooms. Members shall make an entry for each subject placed in a holding room, regardless of length of stay. Each log entry will contain the following information:~~

1.1.6.1. The name of the member responsible for the subject,

1.1.6.2. The name of the subject,

1.1.6.3. The date and time the subject was placed into and removed from the holding room, and

1.1.6.4. Confirmation that the holding room was searched after the removal of the subject.

1.1.7. Ensure the ~~prisoner~~subject is monitored at all times. This requires the following:

1.1.7.1. ~~a) A sworn member must be either in the immediate area or report writing rooms specially designated area or immediately adjacent areas of the police facility at all times.~~

1.1.7.2. ~~b) The responsible member will shall not leave the immediate specially designated area or immediately adjacent areas of the police facility until another sworn member is present and responsibility has been delegated for the observation and custody of the prisoner/subject.~~

1.1.7.3. ~~c) Members will continuously shall check the welfare of the prisoner/subject every 15 minutes or more frequently if needed.~~

~~8. Report any contamination to a precinct/division shift supervisor:~~

1.1.8. ~~9. If and follow the prisoner is a juvenile: precinct's/division's SOP regarding contamination of vehicles and specialty designated areas.~~

1.1.9. ~~a) Ensure all~~ Document any exposure to contamination in the Injury Log (e.g., contact with broken skin, mucous membranes [in the nose, mouth, or eyes], or puncture wounds), if applicable.

1.2. Juvenile Detainees.

1.2.1. Members shall document the juvenile's information ~~is written into~~ and disposition ~~in~~ the Juvenile Secure Custody Log- form.

1.2.2. ~~b) Juveniles must shall be placed into separate holding rooms from adults. Members shall ensure that juveniles are not in sustained contact with adult subjects. This does not include brief and/or inadvertent contact.~~

\*Please note: This is a working draft of Directive 870.25. This is proposed language and the Bureau has not implemented any changes to the current policy at this time.

1.2.3. e)–Juveniles ~~may~~shall not be held in a police precinct for more than five hours.

1.2.4. b.–Juveniles that have not engaged in criminal behavior shall not be held in holding rooms, but may be detained in a non-secure area of the precinct/division for processing while awaiting transportation.

1.2.5. Members shall refer to Directive 850.30, Temporary Detention and Custody of Juveniles, for additional guidance on holding juveniles.

2. ~~Supervisor responsibilities:~~Responsibilities.

2.1. ~~1.–Ensure signs are posted in the specially designated areas that prohibit members from carrying their firearms and ammunition.~~

2.2. ~~Ensure members are not in the specially designated areas with any firearms and ammunition.~~

2.3. ~~Ensure the sign-in/sign-out logs are maintained.~~

2. ~~Ensure the SOP for contaminated holding rooms and vehicles is adhered to.~~

2.4. ~~3.–Ensure members follow the special procedures for juveniles are followed.~~described in section 1.2.

e. ~~RU manager responsibilities:~~

2.5. ~~1.–Ensure members follow the precinct/division SOPs regarding contaminated vehicles and specially designated areas.~~

2.6. ~~Address member medical needs regarding exposure to actual or potential contamination and communicable diseases.~~

3. ~~Responsibility Unit (RU) Manager Responsibilities.~~

3.1. ~~Develop and maintain an SOP in accordance with Directive 060.00, Standard Operating Procedures, prohibiting members from carrying their firearms and ammunition in specially designated areas and outlining options for securing these items.~~

3.2. ~~Develop and maintain an SOP for cleaning holding rooms, the immediate area and vehicles and the specially designated areas that have been contaminated, or are suspected to be contaminated, with body fluids or other communicable diseases such as Staph/Methicillin-resistant Staphylococcus Aureus (MRSA-).~~

2. ~~Ensure the SOP is posted in the immediate area.~~

d. ~~Bureau members:~~

1. ~~Perform any required duties per the decontamination SOP.~~

\*Please note: This is a working draft of Directive 870.25. This is proposed language and the Bureau has not implemented any changes to the current policy at this time.

**Contaminated Holding Rooms and Vehicles (870.25)**

3.2.1. To help minimize and prevent the spread of Staph/MRSA skin infection and other communicable diseases, the SOP may provide supplemental guidelines, in addition to the following steps shall be taken requirements, in the event of contamination:

~~a. Members who determine a holding room, immediate area and/or vehicle are contaminated will:~~

3.2.1.1. 4. Treat the contamination as a bio-hazard, and take appropriate safety precautions such as wearing personal protective equipment (e.g., gloves, safety glasses, medical face masks) to treat contaminates or to secure the contaminated area.

3.2.1.2. 2. Secure the contaminated area and/or vehicle by sealing it from use with a bio-hazard warning until the area can be properly decontaminated.

~~3. Follow the RU's SOP for contamination.~~

3.2.1.3. 4. How to properly sanitize an area or request decontamination of a secured contaminated area.

3.2.1.4. Notify a precinct/division shift supervisor of the contamination, and securing of the contaminated areas. a contaminated area and the measures taken to secure the area (e.g., sealed with bio-hazard warning).

3.2.1.4.1. 5. Document any member's If a contaminated area has been secured with a bio-hazard warning, members shall not use that specific area until properly decontaminated.

3.2.1.5. Instruct members to document exposure to the contamination in the injury log Injury Log, if applicable.

~~b. Members will not use a vehicle or holding cell that has been secured.~~

3.3. Ensure SOPs are accessible in the specially designated areas.

## Directive 870.25 Feedback

1st Universal Review: 9/3/19-9/18/19

# #1

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Wednesday, September 04, 2019 11:36:02 AM  
**Last Modified:** Wednesday, September 04, 2019 11:39:17 AM  
**Time Spent:** 00:03:14

---

Page 1

### Q1 Please provide feedback for this directive

Requiring removal of all jewelry is vague. I would recommend it be "visible" jewelry to prevent the issue of having officers removing body piercings on intimate parts of the body- that is probably better done in the jail setting where there are confirmed cameras to record the interaction.

---

**Q2 Contact Information (optional)**

**Respondent skipped this question**

---

## #2

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Wednesday, September 04, 2019 12:15:38 PM  
**Last Modified:** Wednesday, September 04, 2019 12:18:42 PM  
**Time Spent:** 00:03:03

---

Page 1

### Q1 Please provide feedback for this directive

If member or juvenile public safety is the first priority, any holding room will be disinfected after each use before another use. Unless people in the holding room have been tested with negative results, one would reasonably presume they may be positive for something that would contaminate the room (and transport vehicle).

---

Q2 Contact Information (optional)

Respondent skipped this question

---

# #3

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Wednesday, September 04, 2019 6:13:45 PM  
**Last Modified:** Wednesday, September 04, 2019 6:15:34 PM  
**Time Spent:** 00:01:49

---

Page 1

## Q1 Please provide feedback for this directive

It's unclear whether holding cells temporarily house multiple people. It's also unclear what exceptions would be made for medical issues, and whether individuals are cuffed behind their back or with their hands in front. An individual with their hands cuffed behind them (for example) may not be able to right themselves if they fall.

---

**Q2 Contact Information (optional)**

**Respondent skipped this question**

---

# #4

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Wednesday, September 04, 2019 10:27:25 PM  
**Last Modified:** Wednesday, September 04, 2019 10:36:42 PM  
**Time Spent:** 00:09:16

---

Page 1

## Q1 Please provide feedback for this directive

I would format item (a)(2) a little differently and build it out just a bit:

2. Prisoners will remain handcuffed at all times while in a holding room or the immediate area.

- a) Prisoners may be unhandcuffed if it is deemed appropriate to facilitate the investigation when authorized by Division SOP, supervisor, or detective supervising the investigation.
- b) Any unhandcuffed prisoner shall be monitored by not less than two members.
- c) Members who unhandcuff a prisoner shall document this act in an appropriate report, including the authority under which the prisoner was unhandcuffed and the members who monitored the prisoner during the time he or she was unhandcuffed.

I would change (a)(4) to require property be taken to booking, returned, or processed in accordance with the Property/Evidence directive.

---

**Q2 Contact Information (optional)**

**Respondent skipped this question**

---