

# LITTLETON POLICE DEPARTMENT

2 Kittridge Lane  
Littleton, New Hampshire 03561  
(603) 444-7711

**PROCEDURE #: 412.1**

**SUBJECT: BOOKING ROOM AND DETENTION AREA  
PROCEDURES**

**CALEA STANDARDS:**

*Chief Paul Smith 11/17/09*

NOTE: This written directive is for the internal governance of the Littleton Police Department, and as provided by RSA 516:36, is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.

**Date of issue**  
11/17/2009

**Issuing Authority**  
Chief Paul Smith

**Effective Date**  
11/17/2009

**Distribution**  
All

## PURPOSE

The purpose of this General Order is to provide guidelines and procedures that are used at the Littleton Police Department and its facilities located at 2 Kittridge Lane, Littleton, New Hampshire, when interacting with and caring for detainees during the booking process. These guidelines and procedures apply to others using our facility as well.

## POLICY

We will maintain a safe and secure facility for the processing of detainees. People held in custody will be for the shortest possible period of time and monitored to ensure their safety. If unable to make bail, detainees will be transported to the Grafton County House of Corrections to await the next session of court.

**Definition:** Detainee: For the purposes of this general order, the definition of "detainee" shall include all persons arrested or taken into custody.

**Detention Area:** The detention area is made up from the following areas, offices or rooms. The holding cell area, the interrogation rooms, the intoxilyzer room, the fingerprinting area, the juvenile holding area, the officer processing area and the bail room.

Visiting law enforcement agencies using our facility will be responsible for the care and protection of people in their custody. Procedures will be followed as outlined in this General Order.

It is the policy of the Littleton Police Department to use the police station to provide superior police services as described in our Mission Statement.

## **PROCEDURE**

### **Organization, Administration and Management**

- **Responsible Authority:** The Chief of Police or his designee is responsible for the overall operations of the department's detention area. He will ensure the proper maintenance, safety and sanitation of the facility.
- **Process according to procedures:** All persons detained in the arrest detention area will be processed according to current procedures outlined in this General Order.

### **Staff Training**

- All department members shall receive a copy of this directive and shall be trained in the use of all aspects and procedures of the processing and detention area.
- All external agencies shall be trained in the use of all aspects and procedures of the processing and detention area.

### **Access**

General access to the Littleton Police Station is limited to members of the Littleton Police Department and those external agencies designated by the Chief of Police. Members shall approve access for visitors. Visitors to the station shall be monitored by a department member at all times.

### **Proximity Access Keys**

- Proximity Access Keys shall limit access to the station. Each department member shall be issued a proximity access key that is unique and will identify the user. The proximity access key allows entry to the building to all members and limits access to secure areas of the department to certain members.
- Proximity Access Keys are the property of the Littleton Police Department and shall be surrendered at termination of employment or at the direction of a superior officer.
- The Proximity Access Keys are magnetically encoded. They activate receiving pads at various locations in the station. The Littleton Police Department security system records allowed access, denied access and attempted access for each card every time they are scanned by the receiving pads.

- To activate the receiving pads at the rear door, the processing room, and the front entrance, the key must be within seven inches of the pad surface. The key does not have to be hand held or exposed to the receiving pad, but can be in a pocket of the officers' uniform.
- If the proximity access key fails, a supervisor will be contacted for access. There will also be a key in a key box located in the processing room of the detention area.

#### **Utilizing the Sally Port when bringing in a detainee.**

When bringing in an arrested person into the Littleton Police Department, the primary access to the detention area will be through the Sally Port. The cruiser will enter through garage doors 1 or 4. All doors will be closed and all firearms, impact tools and knives will be secured prior to taking the detainee out of the cruiser.

#### **Firearms and Impact Tools Prohibited**

- No police officer shall enter the detention area with a firearm when a detainee is being processed. When processing detainees, all firearms shall be secured in a weapons locker before entering the detention area. Four weapons lockers are located immediately outside the detention area door in the sally port. Two additional lockers are located in the hallway just outside the detention area next to the main lobby.
- When an officer secures their firearm in the weapons locker, they shall also store their impact tool, pocket knives, and cruiser keys in the same locker. Securing the cruiser keys will prevent an officer from inadvertently responding to a call for service without a firearm.
- A sign shall be posted on the processing and detention area room doors stating, "No firearms allowed".

#### **Placing a detainee in a detention cell/handcuffing procedure**

- The arresting officer will escort the detainee to the detention cell he or she wishes to use. The detainee will take one step inside the cell. The arresting officer will take the handcuffs off the detainee in accordance with (IAW) the standards in which the officer was trained.
- When placing a detainee back in handcuffs, the officer will have the detainee remain one step inside the cell and face away from the officer. Handcuffs will then be placed on the detainee IAW the standards in which the officer was trained.
- Detainees shall not be allowed to roam freely in the detention area.

#### **Separation of Detainees**

- Detained juveniles: See Juvenile Detention.

- No detainee shall be placed in a cell of a detainee of the opposite sex.

#### **Detention Cell Keys/Processing Room Key Box**

- Keys to the detention cells are maintained below the locking mechanism to the right or left of the cell door frame. The keys pertaining to the detention area, impound lot and maintenance cage keys will be stored in a key box secured in the processing room.
- Each detention cell key is marked with the corresponding cell number. However, the key marked P1 is the only key that will open the cell flap doors. The P1 key will be maintained in the processing room key box.
- Cell keys will be secured in the processing room when a cell is occupied by a detainee.

#### **Time Limit**

- No detainee shall be secured for more than four hours. If it is apparent that the detention will exceed two hours, a supervisor will be notified. If the detainee is to be held more than four hours, the Chief of Police or his designee shall be notified.
- If a detainee waives their Miranda Rights and agrees to an interview, the four-hour limit shall be waived for the period necessary to conduct the interview. In this instance, a Miranda Rights waiver form must be signed by the detainee or, a “refusal to sign form” statement shall be written and signed on the form by the officer.
- Juveniles shall not be held in custody for more than two hours without constant supervision, and no more than four hours without a court order. Contact a supervisor if a juvenile is held more than two hours.

#### **Control and Supervision**

- All detainees shall be in continuous control or supervision while being held in custody. This is accomplished by officer presence, and/or by twenty-four hour video monitoring of the detention area. If an arresting officer needs to leave the detention area, the detainee shall be secured in a holding cell. The arresting officer shall return to the detention area without delay. The length of time an officer is out of the detention area shall not exceed fifteen minutes.
- The detainee shall be physically observed by an officer at least once every fifteen minutes. This condition shall not exceed four hours.

#### **Preventing Escape**

- Escape shall be prevented by a combination of securing detainees in a holding cell, key control and continuous monitoring. When a detainee is not in a holding cell, he or she must be handcuffed behind the back or to the front utilizing transport chains.

Handcuffs may be removed during the fingerprinting process.

### **Searches/Inventory of Valuables**

- All detainees to include juveniles, shall be thoroughly searched in the detention area, before being placed in a holding cell. (i.e. a secondary search). Every effort shall be made to limit searches of detainees to officers of the same sex. However, this is not meant to exclude searches by officers of the opposite sex. Whenever possible, searches of detainees of the opposite sex shall be conducted with a second officer present.
- All property found on their person shall be removed. Hats, belts, shoes with laces, and jackets (weather permitting) shall be removed. These items shall be held separately, in a storage container in the detention area.
- A possessed property form shall be filled out detailing items that exceed \$100.00 dollars in value, such as cash, watches, etc. (Cell phones excluded) If available, the inventory should be conducted by two officers in the presence of the detainee.
- All items, except for unlawful weapons, evidence of a crime or contraband shall be returned to the detainee immediately upon their release.
- Upon release, the detainee must sign for the items listed on a possessed property form. If the detainee refuses to sign the form, the officer may release the property, but must note the refusal to sign on the form and in their written report.
- Purses, backpacks and other bags should be searched for weapons immediately after arrest. If extenuating circumstances prevent the search after arrest and prior to placement in a detention cell, the above items shall be searched prior to being returned to the detainee.
- There must be a compelling reason to strip search any detainee. Any need for a strip search shall be clearly articulated. The Chief of Police or his designee shall be notified prior to conducting a strip search.
- No detainee shall be strip searched by any member of the Littleton Police Department unless accompanied by a second officer. No female shall be strip searched by a male officer or when a male officer is present. No male shall be strip searched by a female officer or when a female officer is present.

If the second officer MUST be a police officer of the opposite sex, the reasons shall be clearly articulated in a written report. Every effort shall be made to allow a detainee to maintain their dignity during a strip search. All officers involved in a strip search shall provide a written report. All officers involved in a strip search shall wear latex gloves. Latex gloves shall be available in the processing room.

- ❖ **"Compelling Reason"** is defined as: clear and articulable suspicion that (a) the person to be searched is concealing an object that may threaten the life or safety of the officer(s), or (b) that evidence of a felony crime may be concealed.

### **Water and Restrooms**

- There is a restroom and water fountain located within each holding cell, excluding the juvenile holding area. Any juvenile shall have timely access to water and a toilet upon their request.
- When the detainee is the opposite sex of the arresting officer and the detainee is using the cell toilet, the officer shall announce themselves to maintain the dignity of the detainee.
- The Sally Port is equipped with a shower and eye wash station. If a detainee that has been sprayed with O.C. spray, or is contaminated by a hazardous substance, the detainee ***shall*** be decontaminated before entering the detention area.

### **Panic or Duress Alarms**

- For panic or duress alarm, when officers are processing detainees, they shall wear a portable radio so that they may call for help if it is needed.

### **Medical Screening, Care and Documentation**

- Medical first aid kits are located; 1) outside the administration office and; 2) in the processing room.
- Medical attention shall be sought for detainees where the use of an officers(s) impact tool was used during the course of an arrest.
- Medical attention may be sought for detainees IAW the Littleton Police Department's TASER (Electronic Control Device) procedure.
- If a detainee is injured during the arrest process, transportation and/or placement in a holding cell, a supervisor shall be notified and medical attention ***shall*** be sought.
- If a detainee claims that he or she may have been injured or that they are sick, and medical evaluation has been requested, the booking/arresting officer will evaluate the reasonableness of the detainee's request. Where the injury or sickness is questionable, a supervisor will be contacted and medical personnel will be requested.

### **Juvenile Detention**

- Detained juveniles ***shall*** be separated by sight and sound in the detention area where adults charged, convicted, or committed for criminal offenses are simultaneously detained.

- If a juvenile is not released within two hours of being taken into custody, a supervisor shall be notified. If a juvenile is not released within four hours of being taken into custody, a supervisor and the court shall be notified. The court will then determine placement or further detention. This shall include any juvenile taken for protective custody.
- Non-status level juvenile offenders are not to be securely detained.  
“Non Offender” A juvenile subject to the jurisdiction of the juvenile court, usually under abuse, dependency or neglect statuses, for reasons other than legally prohibited conduct of a juvenile, and have not committed a delinquency act.
- Status level juvenile offenders will not be securely detained. However, if a juvenile is exhibiting inappropriate/unsafe or defiant behavior, secure detention is acceptable.  
“Status Offender” A juvenile who has been charged with or adjudicated for conduct which would not be a crime if committed by an adult. i.e., runaways, truancy, violation of curfew, underage alcohol offenses, etc.
- Status and non-status level offenders may be handcuffed for transport. However, they shall not be handcuffed to a stationary object. i.e., cuffing rail, bar or bench.
- Delinquent juvenile offenders will be secured in the juvenile detention cell.  
“Delinquent” A person who has committed an offense before reaching the age of 17 which would be a felony or misdemeanor under the criminal code of this state if committed by an adult, and is expressly found to be in need of counseling, supervision, treatment or rehabilitation as a consequence thereof.
- The juvenile detention log shall be used when a juvenile is securely detained. The detention log is located in the processing room.

#### **Multiple Arrests- Maximum Number of Detentions**

- If any one police action results in two or more arrests or detentions, Grafton County Dispatch shall be notified. If there is only one Littleton officer on duty, a call will be made to a supervisor to call in another officer.
- More than one detainee may be placed together in a holding cell at the discretion of the arresting officer.

#### **Restraint Chair**

- The restraint chair can be utilized to gain control of out of control and/or intoxicated detainees. Detainees who become out of control and physically aggressive towards officers or destructive towards police department property will first be given a verbal warning to cease and desist. If the detainee continues with their course of conduct, placement into the restraint chair is appropriate.
- For safety reasons, a minimum of two officers will be utilized to place, restrain and remove a detainee in the restraint chair.

- When the detainee has gained composure and control to a point where the officer can control the detainee with normal voice commands, they will be released and placed in a holding cell to complete the booking process.

### **Bail Processing/Release of Detainees**

- When the booking process has been completed and the detainee is eligible for bail, the bail process will be completed in the bail room. The detainee will be secured to the bail room wall utilizing handcuffs. When the bail process has been completed and the detainee has been released on personal recognizance or is capable of paying the cash bail, the detainee will be released through the front lobby area.
- When a detainee has been taken into protective custody due to alcoholism or alcohol abuse, IAW RSA 172-B:3. If efforts were made to have a family member or friend to pick up the detainee, the person picking up the detainee must be over the age of 18 and sober.
- When the detainee is under the age of 18 and placed on bail, a parent or guardian shall be called to come and take control of the juvenile.

### **Security Inspection**

- A Sergeant shall inspect the detention area in January and July. A written report of the inspection shall be submitted to the Chief of Police or his designee within one week of the inspection.
- Any defects noted in a holding cell during the normal business of the police department shall be recorded and forwarded to a Sergeant by the next business day.
- Any defects noted in a holding cell that could affect the safety or health and welfare of a detainee, shall be repaired before detainees are allowed to be secured.

### **Public Waiting Area**

- No member of the public shall be allowed into the detention area. During normal business hours, any person waiting for a detainee to be released shall wait in the public lobby area. The lobby area has a restroom.

### **Video Recording**

- Video cameras monitor areas of the Littleton Police station twenty-four hours a day. These cameras record the exterior of the building. The interior of the building at the front entrance and the reception area, lobby, the detention area and the sally port.
- Camera monitors are located in the officers work area, the administrative services office and the processing room. These monitors are of a split screen format.



- Any requests for copies of a video recording from an external agency shall be made in writing and submitted in accordance with District Court Rule 2.10, or to the Chief of Police or his designee within thirty days of original recording.
- Covering a camera, obstructing the view of a camera, or interfering with the recording of any cameras' view in any way shall be strictly prohibited.

### **Fire Evacuation Plan**

These plans fulfill the requirements set by the Littleton Fire Department.

- The Littleton Police Department facility is equipped with smoke and heat detectors. These detectors are centrally monitored by the Grafton County Dispatch Center.
- Any activation of a smoke or heat detector will sound an audible alarm within the building. All occupants of the building shall evacuate the building immediately.
- If a detainee is in custody at the time of alarm, they shall be handcuffed and escorted from the building.

### **Unusual Incident**

- Any unusual incident (i.e. suicide attempt, injury or illness, attempted or completed escapes or damage) occurring anywhere within the Littleton Police Department will be reported to the on duty or on call Supervisor immediately. This will be followed by a written report.
- If a detainee attempts to physically harm himself then a separate call-for-service number shall be drawn. The Chief of Police or his designee will conduct a full investigation detailing the actions of the detainee as well as the actions taken to ensure the detainee's safety. A copy of this report will be filed in an administrative file relating to detainee safety measures.

### **Detainee Rights**

- **Telephone:** Every detainee will have the right to use the telephone subject to the following guidelines:
  - Detainees will be afforded the opportunity to make a phone call as soon as possible.
  - Detainees may make more than one phone call at the discretion of the booking officer.
  - When a detainee is on the phone with his or her attorney the officer will stay as far away as possible, but within sight. If an attorney wishes to visit with a detainee the interrogation room will be used. The detainee will be searched before and after consulting with his attorney.
  - All incoming calls for detainees will be answered by the officer. The officer will determine the nature of the call and obtain a return number if the detainee

is not able to take the call. The detainee will be afforded the opportunity to return the call when feasible and if appropriate.

- If the detainee desires to make a call and is unable to do so the officer will place the call for him.

### **Release of Detainee Information and Property**

- There will be no unauthorized release or disclosure of any detainees' records, reports, property or statements. Any release of records or reports will be done in accordance with current department procedures.

### **Detainee Deliveries**

- No items for a detainee will be accepted or delivered by the department.

### **Processing**

- Fingerprints and photographs will be completed at the fingerprint station.
- The door to the Intoxilyzer room will be secured at all times during the booking process.

### **Reports**

- The following reports and/or documentation are required when detainees are processed through the booking area or detained in the holding cells:
  1. Arrest report and complaint(s) forms.
  2. Fingerprint cards.
  3. Photograph
  4. Bail forms
  5. Gerstein affidavit, if necessary.

Source  
Goffstown Police Department  
Manchester Police Department  
Dover Police Department  
*Police Administration, 5<sup>th</sup> Edition*  
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Re-written by  
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Authorized By

Paul Smith  
Chief of Police