

# UPPER MERION TOWNSHIP POLICE DEPARTMENT

## POLICY AND PROCEDURE

No. 550

Supersedes: NA

Effective: April 26, 2019

Page: NA Section: NA

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Dated: January 8, 2003

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### **TEMPORARY HOLDING AREA**

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- I. **PURPOSE:** To establish guidelines for the use of Temporary Holding Areas for detainees.
- II. **POLICY:** It shall be the policy of the Upper Merion Township Police Department to maintain Temporary Holding Areas that provide safety and security for detainees and department personnel.
- III. **CROSS-REF:** Policy #510, DETENTION AREA SECURITY  
Policy #520, EVACUATION OF HOLDING CELLS  
Policy #600, EVIDENCE AND PROPERTY CONTROL
- IV. **DEFINITION:** TEMPORARY HOLDING AREA: A room, space, or area outside the Detention Area, which is used for a brief period of time to question or test detainees who are in the custody or care of the department. This includes the Detective's Offices and any other area authorized by a Command or Supervisory Officer provided that such area meets the standards for a temporary holding area set forth in PLEAC Standard 3.2.5. The Processing Room is defined by Policy #510 (Detention Area Security) as being part of the Detention Area.
- V. **PROCEDURES:**
- A. SUPERVISION AND ACCOUNTABILITY:
1. Officers who have custody of detainees outside of the holding cells are responsible for their supervision, welfare, and security. A detainee outside of a holding cell shall always be under the direct and continuous supervision of at least one officer. This includes Temporary Holding Areas.
  2. Detainees who must be restrained shall be taken to the Detention Area. Detainees shall not be secured to immovable objects outside of the Detention Area.

3. Males, females and juveniles shall not be placed together in a Temporary Holding Area.

B. PHYSICAL CONDITIONS:

1. A detainee in a Temporary Holding Area shall be allowed access to a restroom and drinking water upon request. The restrooms in the cell block shall be utilized. The following procedures shall apply:
  - a. Prior to the detainee using the cell, the supervising officer shall inspect the facility and remove any obvious items that may be used as a weapon.
  - b. The supervising officer shall remain directly outside the cell block until the detainee is finished using the facility. The door to the cell shall be secured. Circumstances may dictate that a same gender officer accompany the detainee into the cell block if the officer believes that the detainee's safety cannot be reasonably guaranteed otherwise.
  - c. The officer shall search the cell for any weapons, contraband, etc. that may have been left behind after the detainee has left the facility.

C. FIRE PREVENTION AND EVACUATION:

1. Smoking shall not be permitted in a Temporary Holding Area.
2. Upon discovery of a fire the Communications Center shall be immediately notified. Communications Center personnel shall immediately contact the Montgomery County Fire Board to dispatch the appropriate fire companies. Department personnel may attempt to extinguish the fire, but their first duty is the safety of the detainees and reporting the fire.
3. If evacuation is necessary, it shall proceed according to the applicable provisions of Policy #520, EVACUATION OF HOLDING CELLS. The emergency evacuation plan shall be posted in the Temporary Holding Area.

D. SECURITY PROCEDURES:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

3. Access to the area and detainee:

- a. A Temporary Holding Area, when occupied by a detainee, is a restricted area. Access to this area will only be granted to officers directly involved in the arrest/investigation with the exception noted below (see Section V-D-3-b). This is to ensure that the rights of the detainee are not violated, interviews or investigations are not interrupted, and procedures required by law are not delayed.
- b. If a detainee requests his/her attorney, and the request is granted, Room 162 in the Detention Area shall be used for the conference. Refer to Policy #510 Detention Area Security, Section V-M-4, for the procedures to be followed.

4. Escape Prevention:



- b. All movements of detainees within the police station shall be under the escort of at least one officer.
- c. All movements of detainees within the police station shall be monitored on the video surveillance equipment by police department personnel.
- d. Detainees who must be restrained due to escape or safety concerns shall be taken to the Detention Area.
- e. In the event of an escape of a detainee from the Temporary Holding Area the procedure outlined in Policy #510, (DETENTION AREA SECURITY) shall be followed.

5. Search of Detainee:

- a. Prior to being placed in a Temporary Holding Area, all detainees shall be thoroughly searched, by a same sex officer whenever possible, regardless of any prior searches that occurred in the field. This search should be conducted in a safe and discrete manner.
- b. The searching officer shall remove all personal property from the detainee. The property shall be accounted for and stored in conformance with Policy #600, EVIDENCE AND PROPERTY CONTROL. Special care shall be taken to ensure that no detainee is placed in a Temporary Holding Area while in possession of any item which may be used to harm himself/herself or others, or used for escape purposes.

6. Security Inspection:

- a. Prior to placing a detainee in a Temporary Holding Area, the officer shall conduct a security check of the room for weapons, contraband, or other unauthorized material. The room shall be checked again when the detainee is removed.
- b. Any weapons or contraband found during the security inspection shall be documented and reported to the shift supervisor. Reports documenting damage, weapons or contraband shall be forwarded to the appropriate Division Commander.

7. Visual Observation of Detainee:

- a. All detainees in a Temporary Holding Area shall be continually physically attended by at least one supervising officer.

E. TRAINING:

- 1. All department personnel with any responsibility for detainees in Temporary Holding Areas shall receive entry-level training in this policy. Refresher training will be provided at least once every 3 years and may be conducted through in-service or roll-call training.

APPROVED: Thomas Nolan  
Chief Thomas Nolan

DATED: 04/26/2019

APPROVED: Jeremy Johnson  
Captain Jeremy Johnson

DATED: 04/26/2019

TO BE REVIEWED: ANNUALLY

DISTRIBUTION: All police officers  
All police dispatchers  
Township Manager  
File