

## GREENVILLE POLICE DEPARTMENT POLICY AND PROCEDURES

<b>Chapter 71</b>	<b>Processing and Temporary Detention</b>	
<b>Date Initially Effective: 09/30/2019</b>	<b>By the Order Of:</b> <b>Mark Holtzman, Chief of Police</b>	
<b>Date Revised: 09/03/2019</b>	<b>Date Reissued: 10/11/2019</b>	<b>Page 1 of 2</b>

### **71.1 Authorization**

The Greenville Police Department does not operate a processing room or temporary holding facility. The purpose of this policy is to establish procedures for the supervision, accountability, safety, and security of temporary detainees brought to the Police Department for interviewing and/or testing.

#### **71.1.1 Testing/Interview Areas**

CALEA Standard: 71.1.1 (Designate Rooms or Areas)

The following rooms are designated interview rooms within Police Department Headquarters:

- Interview/Interrogation Room – Located on the second floor of the police department, these rooms are equipped with a table, chairs, camera system and a fixed eyelet bolt for the security of detainees during interviews/interrogations.
- Interview/Voice Stress Analysis Room/Polygraph – Located on the second floor of the police department, this room has insulated walls to aid in the use of the VSA/polygraph equipment, a table, chairs, a camera system and may be used for interviews or interrogations.

### **71.3 Detainee Processing and Control**

#### **71.3.1 PROCEDURES**

CALEA Standard: 71.3.1 (Procedures), 71.3.3 (Security in Designated Temporary Detention Processing and Interview Rooms)

All detainees brought to the Greenville Police Department for testing or interviewing shall be under the continuous control or supervision of the transporting officer or an officer assigned to guard or process detainees. At no time will any detainee be left unobserved. If at any time the transporting officer or officer assigned to guard a detainee must leave the detainee's presence, another officer shall be required to maintain visual contact with the detainee until the previous officer has returned. Because detainees are not held at the police department and are only transported here for interviewing, or in rare circumstance, for a Voice Stress Analysis or Polygraph, there is no formal documentation in logging the detainee's time here or reason for being in the building.

The officer responsible for the detainee will ensure that the subject is provided access to water, restrooms, and other basic needs in a timely manner.

#### **71.3.2 ATTACHMENT TO FIXED OBJECTS**

CALEA Standard: 71.3.2 (Immovable Objects)

Detainees are not to be handcuffed to any fixed object unless the object is designed or intended for that use.

### 71.3.3 SECURITY

CALEA Standard: 71.3.3 (Security in Designated Temporary Detention Processing and Interview Rooms)

The transporting officer is responsible for the safety and security of persons brought to the Police Department until relieved by another officer assuming responsibility for the individual. Officers will complete a security search of the room for contraband or weapons prior to placing the individual in the room. All detainees will be thoroughly searched for weapons, contraband, and evidence prior to being placed in the room. After removing the detainee from the room officers will conduct another search of the room. The officer responsible for the detainee will limit and control access to the room occupied by the detainee. If a detainee escapes from custody officers should follow the same guidelines as outlined in Greenville Police Department Policy and Procedures Chapter 70.

At no point during the transportation process should an arrestee's handcuffs be removed outside of a secure area either within the Police Department or Pitt County Detention Center. If it becomes necessary to remove handcuffs in any other area, the transporting officer will request assistance from a second officer.

#### Weapons Control

When conducting a custodial interview within the secure areas of the Police Department, the following procedures will apply:

- Any Officer or Detective conducting a custodial interview will lock their service weapon and/or back-up weapon in one of the lock boxes located in the computer room on the second floor of the Police Department.
- Interviews may be conducted by one officer.
- An additional officer may be requested to assist during the interview as needed for interview and/or safety and security purposes.

#### Panic or Duress

Non-uniformed investigating officers may use their two-way radio, panic alarm, or cell phone to call for assistance if needed.

### 71.4.2 FIRE PROCEDURES

CALEA Standard: 71.3.2 (Fired Prevention/Suppression)

In the event of a fire, two officers will remove the detainee from the area following established evacuation procedures. A fire evacuation route is posted on each floor of the Greenville Police Department. It is the officer's responsibility to maintain control of detainees in the event of an evacuation of the building.

### 71.4.3 INSPECTIONS

CALEA Standard: 71.4.3 (Inspections)

Inspection of the interview rooms is conducted as part of the facility inspection completed by the Logistics Commander. A staff inspection of each Bureau is conducted at least every four years as outlined in Chapter 53 and includes inspection of all physical areas of the building utilized for testing/interviewing. Policy and procedures are reviewed during the annual policy review completed by the Office of Strategic Services.