



COLUMBIA HEIGHTS POLICE OFFICER POLICY MANUAL

TITLE: BOOKING AND DETENTION OF PRISONERS	GENERAL ORDER NUMBER: 1001
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The purpose of this policy is to set forth procedures for the operation and maintenance of the Columbia Heights Police Department detention facility (hereafter the “**facility**”) consistent with the Department’s policies and practices and the rules promulgated by the Minnesota Department of Corrections.

1001:1 Detention

1001:1-1 Policy

1. The Department’s facility shall be used for the temporary detention of persons in custody for the purposes of testing, interviewing, or arranging transfer to another facility or release to a responsible person. It is the express intent of this policy that persons in custody shall be detained in the facility no longer than is necessary to transfer them to the Anoka County Jail, the Lino Lakes Juvenile Detention Facility, a detoxification center, a hospital emergency room or crisis center, ambulance personnel, a transporting law enforcement officer, or to release them to a responsible person.
2. Additionally, the facility will not be used to detain persons who are high escape risks or who are known or believed to be significant risks to the safety of themselves or others. These persons will be transported directly to an appropriate facility such as the Anoka County jail, Lino Lakes Juvenile Detention Facility, detoxification center, hospital, ambulance or transporting law enforcement official. **In no event shall any person in custody be temporarily detained in the facility for more than a total of four hours.**

3. For purposes of this policy, the “facility” includes the sally-port garage, vestibule, Intoxilyzer/Booking area, interrogation rooms, holding cells and interview room, and the vestibule from the detention facility to the Columbia Heights Police Department offices. “Persons in custody” shall include adults and juveniles.

1001:1-2 Responsibility

1. The Columbia Heights Chief of Police or his designee shall be the “Facility Administrator.” The facility administrator is the person responsible for the overall operation, maintenance and required periodic inspection of the facility. Persons taken into custody are the responsibility of the arresting officer. All officers are responsible to maintain the facility and to report any damage or needed repairs to a supervisor. The supervisor shall report all damage or needed repairs to the facility administrator.

1001:1-3 Staffing

1. The facility will not be staffed on a full-time basis. Only sworn personnel, Community Service Officers and Police Reserve Officers may perform duties including, but not limited to, monitoring cell occupants, within the facility when persons in custody are present. Janitorial staff may perform services within

the facility when no persons in custody are present. During the course of any given shift, the highest-ranking supervisor present or, in his/her absence, the most senior officer on duty, shall be the person “in charge” of the facility. **No person in custody shall be detained in the facility at any time without a sworn officer, community service officer or police reserve officer being PRESENT IN THE BUILDING, awake and alert at all times, and capable of responding to the reasonable needs of the person in custody.**

1001:1-4 Keys, Card Readers and Scramblers

1. The facility has both interior doors (holding cell doors, mechanical chase between holding cells, cell door pass-through doors, and interview rooms) and perimeter doors (door into garage, door leading into north hallway, and doors into administrative office and report writing area).
2. A clearly labeled perimeter door key will be secured in a locked key box behind the booking counter inside the detention facility for officer use in the event of a power failure/generator failure or electrical malfunction.
3. Another clearly labeled perimeter door key will be maintained in the roll call room key box for officers to enter the detention facility in the event of a power failure/generator failure or electrical malfunction.
4. Officers will be provided devices to activate the proximity readers allowing entrance into the facility perimeter doors.
5. Officers will be provided a code to activate the scrambler devices that, in combination with their proximity cards, control the facility’s perimeter doors from inside the facility.

1001:2 Procedures - Intake

1001:2-1 Sally-Port/Garage

1. All persons in custody should normally be brought in through the sally-port/garage. For purposes of this policy, the secure area of the building is any portion of the building not

intended to be accessible by the general public.

2. All persons in custody should enter the sally-port/garage handcuffed. Officers should handcuff all detainees with their hands behind their backs unless medical reasons or other reasonable issues particular to the detainee make this impractical. If it is not possible to handcuff the detainee with his/her hands behind their back, officers shall exercise extra caution to monitor the detainee while transporting the detainee from the squad into the facility.
3. Officers shall not remove detainees from their squads to bring them into the facility until the door they entered the sally-port/garage through (e.g. overhead garage door) is fully closed. Under no circumstances shall officers prop open any of the sally-port/garage doors when persons in custody occupy the facility.
4. All persons in custody should exit the facility through the sally-port/garage doors or the vestibule door from the hallway in the detention facility leading to the visitor parking area (hereafter “detention hallway exit”). Under normal circumstances a person in custody should not be brought out of the facility through the secure area of the building.
5. Except as directed by a supervisor, or in case of an emergency making it necessary that an officer have access to his/her firearm, no firearm shall be brought into the facility by any sworn personnel at any time, even if no person is presently in custody. Firearms shall be stowed in the gun lockers provided prior to removing a person in custody from the squad. Officers who enter the facility through the secure hallway shall stow their firearms in the gun lockers provided in hallway prior to entering.

1001:2-2 General Security, Control, Searches

1. Per department policy, all persons taken into custody shall be searched prior to being transported to the facility. Search will be a

pat-search, and will include a metal detection device if available.

2. Upon arrival at the facility, officers shall conduct a further thorough search of the detainee for weapons and contraband.
3. Officers shall exercise discretion as to whether they remove a detainee's handcuffs, except that no detainee shall remain in a detention cell in handcuffs. If during the course of a detention it becomes apparent to the officer that the detainee's welfare or the officer's safety require that the detainee be re-handcuffed in the detention cell then, in that event, the officer shall immediately make arrangements to transport the detainee to an appropriate facility including, but not limited to, the Anoka County Jail, the Lino Lakes Juvenile Center, a hospital emergency room or crisis center, an ambulance, a detoxification center or a transporting law enforcement officer (hereafter referred to collectively as "suitable transport location(s)").

1001:2-3 Information to Prisoners

1. Minimal rules for prisoner behavior must be posted in a conspicuous place or provided to the prisoner. See Rules posted on wall next to booking counter.
2. Every prisoner admitted to the facility must be advised of the official charge or legal basis for detention, confinement, information gathered, and to whom disseminated. See Tennesen Warning posted on wall next to booking counter

1001:2-4 Property Inventory

1. While detained in the holding cells, detainees shall not be given any object or thing of any kind except as provided for below.
2. When a detainee is searched at the time of arrival, any item that the detainee might have on his or her person capable of being used to harm him/herself or others shall be confiscated and logged on the *Detainee Property Inventory & Release Form*.
3. The items will be placed in a locked area provided in the facility until such time as the detainee is transferred to a suitable transport location or released. If an item is not returned to a detainee the reason therefore shall be reflected on the *Detainee Property Inventory & Release Form*. Similarly, confiscated items that are returned to a detainee prior to his/her

release or transfer to a suitable transport location shall be reflected on the Detainee Property Inventory & Release Form.

4. Items that shall be removed from detainees prior to their being placed in a holding cell include, but are not limited to, coats/jackets, gloves, hats/caps, belts, ties, footwear, wallets, purses, checkbooks, keys, watches, medications, necklaces, scarves, eyeglasses, cigarette lighters, cigarettes and other tobacco products, food items, writing instruments, cell phones, pagers and the like, and any other item the arresting officer reasonably believes may be used by the detainee to harm him/herself or others.
5. Evidence, contraband and weapons removed from detainees shall be processed pursuant to Department policy pertaining to the same.
6. An officer will count the money and note the amount on the Detainee Property Inventory & Release Form. The officer will also have the detainee initial the form acknowledging the amount to be secured.

1001:2-5 Fingerprinting and Photographing

1. Adult prisoners brought to the lockup facility for misdemeanor, gross misdemeanor, or felony offenses shall be fingerprinted and photographed in accordance with department operating memorandum if the equipment is available for that purpose.

1001:3 Holding Cell Placement and Access

1001:3-1 General Placement Procedures

1. No detainee shall be placed in a holding cell that has not already been searched while in the facility.
2. Officers shall have the discretion to direct detainees into the cells while still in handcuffs, or apply other department-approved restraint instruments as follows:
 - a. On medical grounds by direction of a consulting physician or licensed psychologist
 - b. By order of the Facility Administrator or person in charge in order to prevent a prisoner from injuring himself or herself or others, or from damaging property.

Officers should remove handcuffs or other instruments of restraint at which time they are no longer strictly necessary.

Extended use of handcuffs or other restraints of prisoners as described in (a) or (b) above, or for reasons other than routine transfer in and out of the facility will be documented on the Detainee Monitoring, Visitor/Phone Log.

3. Prior to placing a detainee in a holding cell officers shall visually inspect the cell to assure that the cell and its contents are not damaged and that no weapons or contraband are present. A similar check shall be made when the detainee is removed. If a detainee intentionally damages a cell, officers shall document the damage in a report, take photographs if necessary, and advise the detainee that he/she will be charged with criminal damage to property. A supervisor shall be advised of the damage. The supervisor will notify the facility administrator.
4. No more than one person will be placed in a holding cell at a time.

1001:3-2 Separation of Detainees

1. Detainees of the opposite sex will be kept separate. Adults will be kept separate from juvenile offenders. Vulnerable detainees and/or mentally ill detainees will be kept separate from other detainees.
2. Persons suffering or appearing to suffer from a communicable disease will not be placed in a detention cell but rather will be transferred to a suitable transport location.
3. **In no case will a detainee be left in a holding cell if the police department is unoccupied.** Nor may a detainee be left in a holding cell if at least one other officer or community service officer is not present in the building. Even if another officer, community service officer, or police reserve officer is present in the building, the officer who originally placed the detainee in the holding cell must request the other officer or community service officer to supervise his/her detainee in his/her absence but, before doing so, must fully brief this person on any relevant details of the detention including, but not limited to, the last visual observation of the detainee by the officer.

4. In no event shall any person who is not an officer, community service, or police reserve officer enter a holding cell occupied by a detainee for any reason.

5. Members of this Department should not enter an occupied holding cell alone if the detainee is not handcuffed. For purposes of this paragraph an officer, community service officer or police reserve officer can be the second assisting officer.
6. The doors of the detention cells will remain secured at all times while occupied.
7. With the exception of emergency personnel in the performance of their duties, no person, other than an officer or community service officer, or police reserve officer shall enter the facility when the holding cells are occupied. Department personnel may only enter the facility when engaged in the performance of their official duties. Upon the direction of an officer, a person of the same sex as the detainee may be summoned to perform a pat-down search of the detainee. This person may be an employee of Columbia Heights Police Department who is not an officer, community service, or police reserve officer.

1001:3-3 Juveniles

1. Only juveniles detained for criminal offenses will be placed in the facility holding cells. A juvenile status offender (runaway, violations of curfew, alcohol, tobacco, etc.) will not be placed in secure detention.
2. For routine status offense arrests direct juveniles from the front entrance through the lobby to either the Family Waiting Room or Soft (unsecure) Interview Room.
3. Juvenile prisoners must be separated from adult prisoners by sight and sound. When both juveniles and adult prisoners are housed in the detention center at the same time, adult prisoners are to be secured in locked holding cells with the windows covered.
4. A juvenile may be transferred to the Lino Lakes Juvenile Detention Center for continued detention when circumstances warrant. Normally those circumstances involve serious felony crimes, situations where the juvenile has an extensive criminal history, or an arrest warrant is outstanding.
5. When a juvenile is not transferred to Lino Lakes Juvenile Detention Center, then the

juvenile may be released to a parent or legal guardian, a responsible adult, or self.

6. Juveniles are never required to post bail to gain their release.

1001:4 Monitoring Detainees in Holding Cells

1001:4-1 General Monitoring

1. The arresting officer shall visually monitor a person detained in the holding cells at least every thirty (30) minutes on an irregular schedule. While it is the Department's policy to transfer to a suitable transport location those detainees who are violent, suicidal, mentally disturbed, or who demonstrate unusual or bizarre behavior, if circumstances exist which prohibit such transport then more frequent observation is required for these detainees. A record of each such visual observation shall be made on the detainee's *Columbia Heights Police Department Detainee Monitoring, Visitor, Phone Log*. Another officer or a community service officer may monitor a person detained in a holding cell if requested by the arresting officer. However, the arresting officer is responsible for informing the other officer or community service officer of things relevant to the particular detention, if any, as well as the time of the last visual observation made by the arresting officer of the detainee.
2. Visually monitoring a detainee means entering the detention area and visually observing in-person the detainee through the detention cell window.
3. When not visually monitoring detainees in person, officers shall, within said 30-minute period, monitor the detainee from time-to-time using the software permitting remote monitoring of the detention cell cameras provided on designated computers throughout the police department as well as on the designated monitor. All officers, community service officers and police reserves are reminded that the detention cell cameras do not cover all areas of the cells and, more specifically, the areas below the cameras as well as a portion of the toilet wall from the floor to approximately three feet high

designed to afford detainees a degree of privacy while using the toilet. If a detainee is out of camera range for more time than might be expected for any reason including toilet use, the officer shall immediately make a visual inspection to assure that the detainee is safe.

1001:4-2 Opposite-Sex Supervision

1. Personnel monitoring detainees of the opposite sex will announce themselves when they approach the cell door to protect the detainee's privacy. They will ask the detainee to step to the rear of the cell in front of the door. If a detainee does not cooperate with the officer the officer will summon assistance before making entry into the cell.

1001:5 Disciplinary Actions Against Detainee

1001:5-1 Documentation

1. If any disciplinary action is taken against a detainee (e.g. turning off water to the holding cell, removing an article of the detainee's clothing or other property, removing toilet articles, etc.) the same shall be documented on the Detainee Monitoring, Visitor/Phone Log.

1001:5-2 Cleaning of Cell by Detainee

1. A detainee who soils a holding cell shall be directed to clean it. The detainee shall be provided cleaning supplies for this purpose but shall be supervised during the course of the cleanup. Under normal circumstances a dirty holding cell will be cleaned before it is used for a subsequent detainee.

1001:5-3 Use of Restraints

1. Restraints shall not be used as punishment.
2. Restraints shall not be left on detainees while in the holding cells. They may only be used to prevent escape of a detainee during transfer to a suitable transport location, as directed by a doctor/psychologist, or by order of a supervisor to prevent the detainee from injuring him/herself or others or damaging property.
3. Restraints shall not be applied for any longer time than is necessary. The use of restraints for purposes other than bringing a detainee in or out of the facility or in and out of a cell shall be documented on the Detainee Monitoring, Visitor/Phone Log.

4. In any event, a detainee whose behavior creates the need for deviation from normal processing should be transferred to another facility such as Anoka County Adult Detention Center as soon as reasonably possible.

1001:6 Visitors

1001:6-1 Personal Visits

1. Prisoners will be allowed non-monitored visits with the prisoner's attorney.
2. A juvenile's parent(s), legal guardian(s) and/or attorney will be allowed access to the juvenile within a reasonable amount of time.
3. All persons who are visiting prisoners lodged in the lockup facility must do the following:
 - a. If armed they must secure all weapons in the lock boxes provided.
 - b. Submit a request to the shift supervisor for a visit.
 - c. All visitors shall sign in and be recorded on the Facility Log.
 - d. Display a visitor pass at all times while in the secured area of the police facility.
 - e. Submit to a search of their person and any bags, brief cases, and the like. If a visitor declines to be searched he/she will be denied access to the detainee. A notation of each visitor searched, as well as the visitors' property searched, shall be made on the Detainee Monitoring, Visitor/Phone Log.
 - f. Visitors, attorneys, and other professionals shall have their bags, coats, and/or purses locked in the storage cabinets in the booking area, and shall retain the key until they are ready to leave. Attorneys or other professionals may take their briefcases into the interview room after they are searched.
 - g. No property shall be given to a prisoner without the examination of the item and consent of the shift supervisor.

- h. All visits and times shall be recorded on the facility log.
- i. Prisoners shall not be allowed to smoke.

4. Arresting officers are afforded the discretion to decline a request to visit a detainee. However, in that event, the officer shall transfer the detainee to a suitable transport location immediately.
5. Public tours of the facility will be permitted by reservation in accordance with the building facilities use policy and when no detainees are present in the facility.

1001:6-2 Phone Calls

1. In compliance with Minnesota Department of Corrections Rules 2911.3400 and Minnesota State Statute 481.10 and other applicable laws, except in cases where imminent danger of escape or injury exists, a telephone will be provided to access any attorney retained by or on the behalf of the person detained. Reasonable telephone access will be provided following the request from the detained person and before other proceedings shall be had regarding the alleged offense causing custody.
2. Juveniles will have telephone access to contact a parent or guardian as soon as practical. All phone calls will be documented on the Detainee Monitoring, Visitor/Phone Log as well as any reasons for denial of phone usage.
3. Prisoners being released to other custodial facilities such as other detention centers shall ordinarily not be allowed telephone calls prior to transport.

1001:7 Emergency Situations

1001:7-1 Emergency Situations Defined

1. An emergency means a significant incident or disruption of normal facility procedures, policies, routines, or activities arising from such things as, but not limited to, fire, riot, natural disaster, suicide, attempted suicide, homicide, death other than suicide or homicide, assaults requiring medical care, escape/runaway, other serious disturbances, occurrences of infectious diseases or other medical emergencies including, but not limited to,

serious injury or illness incurred after detention.

1001:7-2 Notification of Emergencies:

1. The Facility Administrator shall immediately notify the Anoka County Sheriff and the Department of Corrections of an emergency that results in the suspension of a rule. A formal written report must follow within 72 hours.
2. If an emergency results in death or great bodily harm, or there is an attempted suicide, the supervisor will be notified as soon as possible. The supervisor shall advise the chief and/or his designee of the emergency. Detailed incident reports will be forwarded to the chief prior to the end of each involved staff member's shift. These reports will include the names of all on-duty personnel, any off-duty staff members who may have been present, and any other persons present at the time of or immediately before or after the emergency. The medical examiner's and sheriff's offices shall also be notified promptly as appropriate. Any property of the deceased detainee will be turned over to the medical examiner or sheriff or otherwise disposed of in a responsible and legal manner.
3. In the event of an emergency such as serious illness, accident, imminent death, or death, the detainee's family or others who maintain a close relationship must be notified.
4. **D.O.C. Notification of Emergency**
In addition to other notifications, The Minnesota Department of Corrections must be notified by electronic transmission of the appropriate forms within 10-Days of the incident.
These forms include:
 - a. *Special Incident Reporting Form*
 - b. *Attempted Suicide/Suicide/Non-Suicide Death Survey Form*
 - c. *Special Incident Reporting Form*
5. **D.O.C. Required Quarterly Reporting**
Within 10 days of the end of each quarter the D.O.C. *Special Incident Quarterly Reporting Form* will be completed and electronically transmitted to the State of

Minnesota Department of Corrections, regardless of whether any reportable incidents occurred.

1001:7-3 Location of Panic Alarm

1. The panic alarm is located within the facility under the booking counter. An officer needing urgent assistance with a detainee will activate this alarm or request emergency assistance by police radio on primary dispatch channel. The alarm will sound throughout the Department. Only sworn officers, community service, and police reserve officers capable of assisting (e.g. the emergency will not place an unarmed employee at risk of death or great bodily harm) shall respond to the facility immediately. Under no circumstances shall clerical staff enter the facility upon the sounding of a panic alarm. Responding officers from Fridley Police Department will be able to enter the building using a key and/or access cards.

1001:7-4 Location of Fire-fighting Equipment

1. **Fire Alarms and Fire-Related Emergencies.** General fire alarms will be investigated to determine if an actual fire exists before considering an evacuation. In the event of a fire in the facility, dispatch will immediately be notified who, in turn, will notify police and fire personnel to respond to the Department. The first priority is the removal of any detainee then in custody to safety. Any such detainees will be immediately transferred to a suitable transport location (See *1001-8 Evacuations*).
2. **Location of Fire-fighting Equipment:** A fire extinguisher will be located within the facility in the release vestibule hallway.

1001:7-5 Location of First-aid Kit

1. A first aid kit will be located within the facility under the booking counter. If a detainee requires emergency medical attention, an ambulance as well as fire rescue will be requested to respond to the facility (See *1001:8-4*).

2. Officers will provide such medical assistance as is possible pending the arrival of the ambulance and rescue and shall assist the responding personnel upon their arrival. Officers shall err on the side of transferring detainees requiring medical attention to a hospital via the responding ambulance personnel.
3. If such a detainee requiring transport refuses to be transported, officers shall sign a 72-hour hold compelling the transport. In the event an officer was, prior to the medical, intending to transfer the detainee to Anoka County Jail, the Lino Lakes Juvenile Facility or a transporting law enforcement officer for continuing detention then, in that event, the officer may accompany the detainee in the ambulance to the hospital.
4. Any time a detainee complains of an illness or other medical problem the officer shall reflect the same as well as the actions taken on the Detainee Monitoring, Visitor/Phone Log.
5. Officers shall not administer medicine to detainees. In a case of extreme emergency (e.g. a detainee with a heart condition suffering angina requires a nitroglycerine tablet pending the arrival of an ambulance) officers shall allow detainees to self-administer medication. Additionally a detainee requiring an inhaler that they have with their property, and that is prescribed to them may be provided to them. In the above cases it is preferable that Columbia Heights Rescue personnel oversee detainee self-medication, and all events the action will be documented on the Detainee Monitoring, Visitor/Phone Log.
6. **Officers shall attempt to avoid the possibility of in-facility emergencies by not transporting to the facility any person who appears to be having medical difficulty or experiencing any other condition that may result in an emergency within the facility. In such cases, officers are advised to immediately transfer the detainee to a suitable transport location.**
7. Any hospital to which responding ambulance personnel may transport a detainee shall be deemed a designated facility for medical supervision and treatment of detainees, including those detainees requiring emergency dental care.
8. In the case of a detainee already in a holding cell who then requires medical attention, officers shall use extreme caution in assisting the detainee. Officers shall first respond an ambulance and fire rescue to the facility. Unless the detainee is unconscious, officers should avoid entering the holding cell alone. In the event the officer is alone, officers shall seek back up from another officer and/or community service officer. If no such other officer or community officer is available or, if time is of the essence, the officer shall request emergency backup assistance from an adjoining agency.

1001:7-6 Escape

3. In the event of an escape, officers shall notify dispatch and request back up assistance. A perimeter will be established based upon available information as to the escapee's direction of travel. Unless the escapee was observed leaving the building, a thorough search will be made of the Department building.
4. The supervisor on duty or the on-call supervisor shall notify the chief and/or his designee. A thorough investigation as to the cause of the escape shall be conducted and remedial action taken including, but not limited to, a review of the facility's control measures and any needed repairs.

1001:8 Evacuations

Evacuations will be based on the seriousness and nature of the emergency, and may be permanent or temporary evacuations.

1001:8-1 Temporary Evacuations

1. Prisoners will be taken out of their cells, handcuffed and moved into the detention garage/sally port area. A single officer may handle a single prisoner. If more than one

prisoner needs evacuation, additional officers will be summoned to assist in the evacuation.

2. The prisoners will remain in the sally port area until they are able to return to their cells. If appropriate, prisoners may be placed into squad cars, not more than two per car, and taken a safe distance away from the building.
3. If the evacuation appears to be for a prolonged time, it will then become a permanent evacuation and the permanent evacuation policy will take effect.

1001:8-2 Permanent Evacuations

1. Prisoners will be removed from their cells as described above, placed into squad cars in the sally port, and taken to the Anoka County Adult Detention Center.

1001:8-3 Evacuation Drill

1. An annual evacuation drill will take place. This will be documented on the daily log. If no detainees are in the facility at the time of the drill, non-sworn staff will be used to simulate the evacuation of prisoners.

1001:8-4 Medical Situations

1. If a medical emergency occurs requiring ambulance response, ambulance personnel will enter and exit through door #133B (Prisoner Release Door), then into the detention area. Medical personnel will provide medical attention and transport if necessary, utilizing Unity or Mercy Hospital as primary facility unless another hospital is deemed more appropriate.

1008:8-5 Emergency Fire Evacuations

1. In the event of a serious fire or other emergency in the facility that requires immediate evacuation of personnel and prisoners, the evacuation will be through the primary emergency exit of the Prisoner Release Vestibule or the secondary emergency exit through the sally-port vestibule and out the north door into the employee parking lot.

1001:9 Release Procedures and Property Return

1001:9-1 Release Procedures

1. Persons in custody who are to be released from the facility rather than transferred to a

suitable transport location should be released through the detention facility's Prisoner Release door. The release section of the Detainee Property Inventory & Release Form will be completed.

2. Detainees must be permitted to make arrangements for transportation before release. No detainee will be released in bad weather without proper clothing to ensure the detainee's health and comfort. In such event, the detainee shall be transported to the Anoka County Jail rather than being released.

1001:9-2 Juveniles

1. When a juvenile is released to someone other than the juvenile's parent, every effort shall be made to contact the parent concerning the disposition of the juvenile. Whether parent or guardian contact was made shall be noted in the Release section of the Detainee Property Inventory & Release Form acknowledging that notification was or was not successful.
2. When releasing a juvenile to an adult, the adult must present photo identification. The name of the adult, relationship to the juvenile, and type of identification shall be noted on the *Detainee Property Inventory & Release Form*.

1001:9-3 Property Return

1. Property not retained for evidentiary or other purposes will be returned to detainees upon release.
2. Upon return of the detainee's property, items will be compared with the inventory list and, if everything is in order, the detainee should sign the receipt. If the detainee alleges that the listed property inventoried was not returned, two (2) staff members will initial the property sheet.
3. If the detainee is being transferred to another facility, the transporting officer will sign for the property.
4. The department will keep copies of all property receipts with the detainee's file.
5. Any unclaimed property remaining in the detention area after the detainee is release will be property inventoried under the original case number and transferred to the Evidence/Property room in accordance with our department policy on Evidence and Property.

6. Prescribed medication that was taken from the detainee will be given to the detainee or the appropriate authority upon transfer or release.

1001:10 Inspections

1001:10-1 Daily Inspections

1. The west-side day-shift officer will inspect the sanitary condition of the facility, check for contraband, and evidence of breaches in security as well as inoperable security equipment at the beginning of each shift and shall document the Daily Inspection Log. No lock in the facility shall be permitted to remain inoperable nor shall any detainee be placed in an area of the facility with an inoperable lock. Staff discovering inoperable facility locks shall report the same to a supervisor immediately.

1001:10-2 Weekly Inspections

1. Shift supervisors shall be responsible for ensuring a weekly inspection is done each Monday.
 - a. Fire detection system – visual inspection.
 - b. Fire extinguishers – visual inspection.
 - c. Overall facility for condition that might be conducive to harboring or breeding insects, rodents or other vermin – to be eliminated immediately.
 - d. Conditions of overall cleanliness will be maintained with problems corrected immediately.
 - e. Conditions of toilets and washbasins for cleanliness and operability.
 - f. Weapons, contraband and general security (Locks, windows, walls, glass, access panel covers, doors and other security devices and access covers).
 - g. First-aid supplies – to be replenished or replaced as necessary.
 - h. Operating the eye wash station in the prisoner garage for 3 minutes to flush the system.
 - i. Keys and Cameras – Ensure that interior and exterior facility keys are in their proper key boxes, and that

cameras and recording equipment are functional.

2. Inspections will be documented on the Weekly Inspection Log, and any condition requiring correction not immediately correctable will be brought to the attention of the supervisor and brought to the attention of the Facility Administrator as appropriate.

1001:10-3 Monthly Inspections

1. The facility administrator will test the facility's panic alarm and inspect the first aid equipment.
2. Inspections will be documented on the Weekly Inspection Log, and any condition requiring correction not immediately correctable will be brought to the attention of the supervisor and brought to the attention of the Facility Administrator as appropriate.

1001:10-4 Annual Inspections

1. The State Fire Marshall or local fire official must conduct a fire inspection of the facility in accordance with the applicable fire codes on an annual basis. Documentation of the inspection must be in compliance with the Department of Corrections 2911.7300 sub 1 and 2.

1001:11 Records and Personnel Training

1001:11-1 Records Retention

1. The retention and dissemination of arrest as well as corrections and detention data shall be governed by the Minnesota Government Data Practices Act.
2. Facility records shall also be maintained in accordance with existing Department procedures and any other applicable state and federal law. Juvenile and adult detention records will be maintained separately.

1001:11-2 Training

1. All sworn personnel and community service officers will be trained in the use and operation of the facility and a record of such training will be maintained.
2. All training and continuing training in regard to the facility shall comport with the requirements of the Minnesota Department of

Corrections and/or the Anoka County Sheriff's Office (MN Rule 2945.1000).

1001:12 Miscellaneous Provisions

1001:12-1 Forms, Policies and Procedures

1. All forms related to the facility will be located in the facility. All personnel required to complete forms will be trained in their use and completion.
2. This policy is to be used in conjunction with all relevant existing Department policies and procedures.

1001:12-2 Request for sacred books

1. If a detainee requests access to a sacred book one shall be made available to him/her if the requested book is present in the facility. If not, the detainee is to be advised that sacred books are available at the Anoka County jail

and that he/she may be transported to that location for that purpose.

2. Materials dangerous to either security or safety shall be properly secured.
3. The facility administrator will report any known or suspected communicable disease carried by a detainee to the Minnesota Department of Health.

BY ORDER OF:

Scott Nadeau, Chief of Police

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