



# University of Wisconsin–Madison Police

**Policy: 71.1**

**SUBJECT: PROCESSING AND TEMPORARY DETENTION**

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## **POLICY:**

The University of Wisconsin–Madison Police Department shall implement procedures for the temporary detention of detainees to ensure that detainees are held in a safe and secure manner. Mandatory training will be conducted for personnel charged with monitoring detainees. Procedures shall provide for safe, humane, efficient and effective processing.

## **DEFINITIONS:**

“Contingency plans” refer to when an unintended event occurs. This event may be incidental to another event.

“Detainee” refers to person in the custody of agency personnel and whose freedom of movement is at the will of agency personnel.

“Temporary detention” refers to the length of time a detainee is held and is measured in hours, not days.

“Temporary detention facility” refers to a facility where detention is measured in hours and does not involve housing or feeding detainees except in extenuating circumstances.

## **PROCEDURE:**

### **71.1.1 DESIGNATED DETENTION AREAS**

The following identifies the designated room within the Department for use for detainee processing, testing and temporary detention:

- A. The Department utilizes specific rooms to process, test, and/or interview those being detained within the Department. These rooms should be used any time an adult is being formally detained by members of the agency or by members of another agency while inside the police facility.
- B. [REDACTED]
- C. The Police Center inside of Gate 4 at Camp Randall is the designated processing area for detainees during events held at the facility. Within the Police Center are two temporary detention rooms.
- D. The Police Center inside of the Kohl Center is the designated processing area for detainees during events held at the facility. There are no rooms designated for temporary detention within the facility.
- E. The temperature within the processing, testing, and temporary holding rooms will be maintained between 65 and 80 degrees Fahrenheit at all times. All detention rooms shall be equipped with seating for the detainee. The detainee shall be provided access to a toilet and water, if needed, as long as this does not threaten the collection or preservation of evidence.
- F. Detainees may remain under temporary detention in the Department temporary holding area for no longer than six hours. Absent exceptional circumstances, a detainee may not be held more than two hours following the conclusion of processing, testing, and/or interview/interrogation. If exigent circumstances require a longer period of detention in the

temporary detention area, written authorization must be obtained from the Chief of Police prior to reaching the six hours. Those requiring additional incarceration should be transported to the Dane County Jail or another applicable holding facility.

### **71.1.2 FACILITY TRAINING**

The following shall outline applicable training for those personnel charged with monitoring temporarily detained individuals in the Department:

- A. Training on monitoring temporarily detained individuals in the facility include:
  - 1. General uses of holding rooms and areas.
  - 2. Contingency plans for combative and uncooperative detainees.
  - 3. Contingency plans for sick or injured detainees.
  - 4. Contingency plans for circumstances requiring extended detention of individuals.
  - 5. Procedures for emergency evacuation.
  - 6. Searches of temporarily detained individuals.
- B. Training in monitoring temporarily detained individuals shall be provided to new sworn employees and non-sworn personnel as part of their initial training.
- C. Sworn and non-sworn personnel shall be provided training on the use of temporary detention areas or rooms at least once every three years.

### **71.1.3 DETENTION GUIDELINES**

The following describes the guidelines for temporary detention:

- A. A search of each arrestee shall be made initially after arrest. A secondary search must be conducted after the arrestee is within the Department. This search should be made in a holding room and monitored by another officer or be monitored by a police communications operator through C.C.T.V. Property of the arrestee(s), including shoes with laces and belts, shall be removed prior to securing the arrestee into the temporary holding room.
- B. The Department is a tobacco-free facility. No tobacco products, accessories, or lighting devices shall be permitted to remain in the possession of any arrestee while the arrestee is in a temporary holding room. These items shall be considered contraband and secured.
- C. When any temporary holding room is utilized, the officer initiating the use shall be responsible for recording the following information into the electronic log:
  - 1. The reason for confinement
  - 2. Date and times in and out of the Department
  - 3. 15 minute visual checks (can be via video cameras,) 30 minute face-to-face checks.
  - 4. Release disposition
  - 5. Medical questions
  - 6. Foreign national status (consular notification requirement)
- D. The arresting or interviewing officer shall be accountable for his or her detainee. The employee responsible for the presence of an arrestee in the temporary holding area shall remain on the premises to ensure security and keep track of the course of events. The arrestee shall be under continuous control or supervision. The responsibility for monitoring the arrestee may be transferred to another officer. This transfer must be specifically communicated to the officer taking responsibility for monitoring the arrestee.
- E. [REDACTED]
- F. Officers may be required to leave detainees secured in the temporary holding rooms to complete various tasks related to their respective arrests and/or investigations. Each temporary holding room is recorded 24 hours a day. The primary investigating officer or designee is responsible for monitoring his or her detainee. [REDACTED]
- G. At all times, detainees shall be separated by sex and adult/juvenile status.

**71.1.4 DETENTION RESTRAINTS**

The following describes the guidelines regarding movable objects designed for securing detainees:

- A. [REDACTED]
- B. If a detainee becomes combative or otherwise harmful to him- or herself or others, he or she should be transported to the Dane County Jail or a psychiatric treatment facility without delay.

**71.1.5 FACILITY SECURITY**

The following defines the security guidelines for designated temporary holding rooms:

- A. The Department recognizes the potential security concerns inherent with a temporary holding facility. Employees are often in contact with detainees who may wish to harm themselves or others or attempt escape. To that end, safety procedures have been established to provide comprehensive security within the facility.
- B. [REDACTED]
- C. [REDACTED]
- D. [REDACTED]
- E. [REDACTED]
- F. In the event an officer is required to leave a detainee in a secured temporary holding room, the detainee shall be observed frequently using closed-circuit video monitoring [REDACTED]. A face-to-face check of the detainee shall be conducted at least every 30 minutes. A face-to-face check of special risk detainees (suicidal or other special needs) shall be conducted every 10 minutes.

**71.1.6 FACILITY EQUIPMENT & SANITATION**

The following establishes minimal physical conditions for temporary detention and access to water, restrooms, and other needs:

- A. Detainees held in temporary detention rooms shall be afforded reasonable access to water, restroom facilities, and other basic needs so long as access to these items does not threaten the collection or preservation of evidence or does not jeopardize the safety of the officers or other detainees.
- B. Temporary detention room [REDACTED] of the UW-Madison Police Department has a toilet and a water fountain. This room shall be utilized for detainees who require access to water and restroom facilities.

**71.1.7 FIRE PREVENTION, EVACUATION, AND SUPPRESSION**

The following outlines the plan for fire prevention, fire evacuation and fire suppression for the temporary detention rooms:

- A. The Department has an automated fire alarm, heat, and smoke detection system. In the event of a fire alarm or system activation, an alarm will sound throughout the facility. The Madison Fire Department shall be summoned to respond.
- B. If an individual is being detained at the Department, the officer responsible for the detainee shall direct the detainee to a hazard-free area. [REDACTED]
- C. A fire extinguisher will be kept near the temporary holding rooms and shall remain easily accessible. Fire suppression equipment must be approved by the University of Wisconsin-Madison Environmental Health and Safety Department.
- D. The Department has an emergency evacuation plan. The plan shall be posted in various locations throughout the Department.

**71.1.8 INSPECTION AND AUDIT**

The following governs the frequency of inspection of the temporary detention rooms and provides for administrative review of temporary detention areas:

- A. Officers shall inspect each temporary holding room before and after each use. Rooms should be checked for contraband and/or weapons and also checked for damage.
- B. The Department building manager or designee shall conduct an annual inspection of the temporary holding rooms to determine if any unsafe conditions are developing. The inspection form shall be forwarded to the Support Services Captain who should ensure agency policies and procedures governing temporary detention are being followed and that the original intent for authorization and use of the facility continues to be adequate for the agency needs.

**71.1.9 SECURITY CONCERNS IN DESIGNATED PROCESSING OR TESTING ROOMS**

The following shall address security concerns in designated processing or testing rooms:

- A. It is recognized that the character of a detainee may be unknown to an arresting police officer. Thus, preventative actions must be taken to protect officers and detainees from injury and property destruction even in designated processing or testing rooms. Any detainee being processed or tested in non-designated temporary detention rooms shall remain under constant supervision.
- B. [REDACTED]
- C. [REDACTED]
- D. A police officer processing or testing an individual not in a temporary holding room shall remain with that individual or designate another officer to remain with that individual to prevent escape. Officers are responsible for ensuring that detainees are properly secured and monitored and that precautions are taken to prevent escape.