



UW-Madison Police Department

Policy: 71.1

SUBJECT: PROCESSING AND TEMPORARY DETENTION

EFFECTIVE DATE: 06/01/10

REVISED DATE: 07/01/13; 02/15/15; 07/01/17; 09/27/18; 04/17/19; 09/16/20

STANDARD: CALEA 71.1.1 – 71.5.1 WILEAG 7.3.4, 7.3.5

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POLICY:

The UW-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 shall 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

- 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.

[REDACTED]

[REDACTED]

[REDACTED]



- E. The temperature within the processing, testing, and temporary holding rooms shall be temperature controlled. 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 or if there is a concern for the safety of the detainee or others.



71.1.2 FACILITY TRAINING

- 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 law enforcement dispatchers as part of their initial training.
- C. Sworn employees and law enforcement dispatchers shall be provided training on the use of temporary detention areas or rooms at least once every four years.

71.1.3 DETENTION GUIDELINES

- A. A search of each detainee shall be made initially after arrest. A secondary search shall be conducted after the detainee is within the Department. This search should be made in a holding room and monitored by another officer or 

- 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 detainee while the detainee is in a temporary holding room. These items shall be considered contraband and secured.
- C. When any temporary holding room is utilized, the officer who physically brings the detainee into the facility shall be responsible for recording the following information into the electronic “temporary holding” log found on SharePoint. If the officer is transporting and detaining a person at the direction of another officer, supervisor or detective, the employee ordering the detainment shall inform the detaining officer the information listed below before the detainee is transported to the department so that the detaining officer has the information needed to properly complete the information required in the temporary detention log:
 - 1. The reason for confinement
 - 2. Date and times in and out of the Department;
 - 3. Current physical and mental health of the detainee (to include any suicidal thoughts or past attempts);
 - 4. Behavior, to include state of consciousness and mental acuity;
 - 5. Medical questions to include any medications taken by the detainee;
 - 6. Physical impairments (bruises, deformities, mobility issues, injuries- treated or untreated);
 - 7. In-person, visual monitoring of detainees at 15 minute intervals;
 - 8. Release disposition;
 - 9. Foreign national status (consular notification requirement.)
- D. The arresting or interviewing officers shall be accountable for their detainee. The employee who physically brings a detainee in the temporary holding area shall remain on the premises to ensure security and keep track of the course of events. The detainee shall be under continuous control or supervision. The responsibility for monitoring the detainee may be transferred to another officer. This transfer must be specifically communicated to the officer taking responsibility for monitoring the detainee.

- E. [REDACTED]
- F. Each temporary holding room [REDACTED]. The officer who physically brings the detainee into the facility is responsible for monitoring their detainee. The responsibility for monitoring the detainee may be transferred to another officer. [REDACTED]
- G. At all times, detainees shall be separated by sight and sound based on identified and/or expressed gender and adult/juvenile status.

71.1.4 DETENTION RESTRAINTS

[REDACTED]

[REDACTED]

71.1.5 FACILITY SECURITY

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

71.1.6 FACILITY EQUIPMENT & SANITATION

- 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. [REDACTED]

71.1.7 FIRE PREVENTION, EVACUATION, AND SUPPRESSION

- 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 shall 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. This area may be the rear seat of a caged police squad. [REDACTED]
- C. A fire extinguisher shall be kept near the temporary holding rooms and shall remain easily accessible. Fire suppression equipment must be approved by the University of Wisconsin-Madison Environment, 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

- A. Officers shall inspect each temporary holding room and property bags before and after each use 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 shall conduct an administrative review ensuring 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

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]