



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; 06/08/21
10/20/21; 06/30/22**

STANDARD: CALEA 71.1.1 – 71.5.1 WILEAG 7.2.3, 7.2.4

INDEX:

- 71.1.1 DESIGNATED DETENTION AREAS
- 71.1.2 FACILITY TRAINING
- 71.1.3 DETENTION GUIDELINES
- 71.1.4 DETENTION RESTRAINTS
- 71.1.5 FACILITY SECURITY
- 71.1.6 FACILITY EQUIPMENT AND SANITATION
- 71.1.7 FIRE PREVENTION, EVACUATION, AND SUPPRESSION
- 71.1.8 INSPECTION AND AUDIT
- 71.1.9 SECURITY CONCERNS IN DESIGNATED PROCESSING OR TESTING ROOMS

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:

“Constant Supervision” refers to during the period of contact with the detainee, an officer remains in close proximity to the detainee at all times and immediately attentive to the detainee's needs and condition. It does not imply uninterrupted visual observation of the detainee.

“Contingency plans” refers 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, interrogate, interview, and/or temporarily detain subjects 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.



- 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.

█ [REDACTED]

█ [REDACTED]

█ [REDACTED]

71.1.2 FACILITY TRAINING

- A. Training on monitoring temporarily detained individuals in the facility may 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 on processing and temporarily detaining subjects 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 and procedures 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 and before transport. 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 [REDACTED]
- 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 for a detainee who is under temporary detention, 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. First and last name
 2. The reason for confinement
 3. Date and times in and out of the Department;
 4. Current physical and mental health of the detainee (to include any suicidal thoughts or past attempts);

5. Behavior, to include state of consciousness and mental acuity;
6. Medical questions to include any medications taken by the detainee (prescriptions and over the counter);
7. Physical impairments (bruises, deformities, mobility issues, injuries- treated or untreated);
8. In-person, visual monitoring of detainees at 15 minute intervals;
9. Release disposition;
10. Foreign national status (consular notification requirement; and
11. Inventory of property taken from a detainee and maintained in secure storage to include disposition of detainee property upon release.

D. The arresting or interviewing officers shall be accountable for their detainee. The employee who physically brings a detainee in the temporary holding area for the purposes of processing, testing and/or interview/interrogation shall remain on the premises to ensure security and keep track of the course of events. The detainee shall be under constant 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 detainees.

[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. Police Dispatchers shall request Madison Fire Department to respond.
- B. If an individual is being detained at the Department when an alarm is activated, the officer responsible for the detainee shall direct the detainee to a hazard-free, secure area. [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 prior to and immediately after the room is vacated for contraband, weapons and overall condition. If contraband or other items of concern are located during this inspection, a supervisor or OIC shall be notified immediately and the inspection/findings shall be documented in an incident report.
- B. The Logistics & Equipment Specialist 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 Special Operations 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]