



# DESCHUTES COUNTY SHERIFF'S OFFICE

Policy Title: Temporary Holding Cells	Effective Date: June 28, 2016	Policy Number: <b>6.21</b>
Accreditation Reference: 4.1.1, 4.3.2	Review Date: November 22, 2025	Supersedes: April 30, 2013
Attachments:	L. Shane Nelson, Sheriff	

## I. PURPOSE

The purpose of this policy is to establish guidelines for the management and administration of this agency's temporary holding cells, including the security, control and care of detainees temporarily held therein.

## II. POLICY

It is the policy of the Deschutes County Sheriff's Office to provide secure, temporary holding cells for detainees awaiting interrogation, transfer to the Deschutes County Adult Jail, or other administrative procedures and to maintain these facilities in a sanitary and safe manner. As such, personnel using the temporary holding cells shall adhere to the following procedures and shall be alert to any problems or conditions that may compromise security or safety of employees and detainees.

## III. PROCEDURES

### A. Inspections

Supervisors shall conduct periodic inspections of the holding cells to ensure continued adherence to agency operating policy and procedures.

Such inspections shall include, but are not limited to, security, safety, sanitation and emergency equipment considerations.

### B. Safety and Emergency Operations

1. No detainee shall be placed in a temporary holding cell that has injuries or illnesses that require hospitalization or attention of a health care professional.
2. Should an emergency arise while utilizing the temporary holding cells, the deputy should request assistance via portable radio communication or activate the radio panic button. Emergencies may consist of, but are not limited to:
  - a) Detainee exhibits symptoms of illness or distress.
  - b) Detainee attempts escape.
  - c) Detainee is combative.

### C. Physical Plant

Temporary holding cells shall be in compliance with the following:

1. Adequate lighting shall be provided according to local code; and
2. Detainees will have access to a toilet, drinking water, and other appropriate needs, if requested.

#### **D. Use of Temporary Holding Cells**

Temporary holding cells may be utilized under the following guidelines:

1. Detainees must be thoroughly searched prior to entry into the processing or detention areas. Detainees must remove shoes, belts, necklaces, bracelets, suspenders, hair ties, and any other items that could be used to harm themselves or others. Backpacks, purses, or any other personal items are not to be placed in the holding cell with the detainees.
2. All property removed from the detainee must be listed on the Temporary Holding Cell Property Form. The detainee must sign the form upon return of property. If detainee is transferred to the jail facility; jail staff shall sign upon receipt of the property.
3. Deputies are not required to remove their firearms prior to entering or remaining in a holding cell. However, when the detainee exhibits violent tendencies or poses an officer safety hazard, a second deputy shall be requested.
4. Prior to placing a detainee into a detention area the deputy shall inspect the room for contraband and weapons. The deputy shall also inspect the door lock to ensure it is functioning properly.
5. Detainees may be held in the temporary holding cell for no longer than two hours. A visual check of the detainee shall be made at least every fifteen minutes.
6. A Detainee Welfare Check Log shall be utilized from first placement and until the detainee is transferred or released. A copy of the log shall be made a part of the related incident report and the original placed in the box on the Records Supervisor's door for filing.
7. If detainees are secured to an immovable object, the object must be designed and intended for such use. Currently, no such object exists at the Sheriff's Office.
8. Males and females shall be detained separately and adults and juveniles must be placed in separate detention rooms.  
  
Juvenile status offenders are not to be locked in temporary holding cells, only juveniles who have committed a crime. Juveniles, whether status offenders or those who have committed a crime, are not to be left unattended in any room and shall be monitored at all times.
9. Access to the temporary holding cells shall be limited to Sheriff's Office sworn members only. All others should be directed to use other entries and exits.
10. All members utilizing the temporary holding facility shall be trained in the proper use of such facilities.

#### **E. Fire Prevention, Evacuation and Suppression**

Detainees are prohibited from smoking in the temporary holding cells. All lighters and matches are to be removed when searching the detainee prior to placement in the cell.

A fire extinguisher and fire alarm are available across the hallway from the temporary holding cells. Detainees may be evacuated by way of the rear, front or side exits.