

Hamden Police Department

General Orders

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Section: Prisoner Detention Facility

Rescinds: June 12, 2013

Title: Detention Facility Procedures

Approved By: Police Commission

Approval Date: July 12, 2023

Purpose

This policy establishes detention / holding facility procedures for the security, safety and health of persons held in the custody of the Hamden Police Department.

Policy

The Hamden Police Department will provide a secure facility for detaining and / or holding persons arrested and shall have procedures for the treatment of them that will ensure their health and safety and the safety of officers.

Procedures

Upon Arrival of a Transported Prisoner to the Hamden Police Department

- A. The prisoner will normally be brought into the detention area via the sally port, which under normal circumstances will be opened and closed by Central Communications upon arrival.
- B. Prior to entering the detention area, all police officers shall remove all firearms and knives and they will be secured in a weapon lock box. Less lethal items such as Taser, expandable baton and OC spray are allowed in the detention area for officer protection and prisoner control. Only in the event of extreme emergency shall firearms and / or knives be allowed in the holding facility (ex. Barricaded subject, hostage situation, prisoner with a weapon, emergency evacuation of the department due to fire, etc.).
- C. The transporting officer will then remove the prisoner from the police vehicle and enter the detention area via the interior sally port door.
- D. The prisoner will be escorted into the detention area hallway, adult prisoners will enter the adult processing cellblock area using the adult processing door; juvenile prisoners will enter into the juvenile processing cell block area using the juvenile processing door.
- E. Two officers minimum will be present in the detention area when a prisoner is processed.
- F. Prior to placing and immediately after removing a prisoner from a cell, a holding cell, padded cell, or block(s), said area(s) shall be checked for weapons, tools, utensils and/or contraband.

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Searching of Transported and / or In-Custody Prisoners

- A. The prisoner should be searched by a same sex officer whenever possible, but in the event that a same sex officer is not working and the officer must conduct the search, officers shall make use of cell block video camera to record the search of a prisoner of the opposite sex, body worn camera may also be used (Refer to HPD policy 026-001 Prisoner Management for further direction on body searches such as strip searches and body cavity searches).
- B. Prior to emptying the prisoner's pockets, the prisoner should be asked if he/she has any items in their possession that could harm the officer.
- C. All items that could be used to inflict harm to the prisoner, such as but not limited to, shoelaces, belts, ties, headbands, matches, jewelry, in some cases eye glasses, keys, phones, etc., will be removed from the prisoner and will be secured in the prisoner locker along with the other items already removed from the prisoner.
- D. After the prisoner is physically searched the prisoner should then be searched with a hand held metal detector located in the detention center.
- E. All items removed from the prisoner will be noted on the prisoner property data entry screen. When property is subsequently returned and / or released from HPD, the prisoner shall be required to sign a printed lockup form to acknowledge receipt of the belongings that were originally secured. The officer performing the inventory shall sign as well as any witnesses. If the prisoner refuses to sign, it should be noted with a reason.
- F. All property taken from the prisoner shall be secured in a prisoner locker in the cellblock area. The locker number where the belongings were placed shall be noted on the data entry log. Any contraband found on the prisoner will be listed on the data entry log and then be held as evidence. Upon release, the data entry log or a police report will note that the contraband is being held as evidence.
- G. The restraining devices should be removed prior to the prisoner being placed in the holding cell unless the officer feels that the removal will be a security risk.
- H. If requested, the prisoner can be given a sanitized clean blanket to keep them warm. The blanket will not be reused for a new prisoner until cleaned / sanitized.

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Group Holding Areas (Group Holding Cells)

- A. The prisoner shall be escorted into the group holding areas. Prisoners will not be left unsupervised while in the group holding areas. If a detainee is to be secured to an immovable object, said object is designed and intended for such use (i.e. ring, bar, etc.)
- B. Prior to placing in and immediately after removing the prisoner from a holding cell, the processing officer shall search the prisoner for contraband.
- C. Violent, aggressive, and intoxicated prisoners shall not be placed in a holding cell together.
- D. Females will not be left unattended with males in the detention area or placed in the same cell.
- E. When possible, prisoners will be afforded water and use of rest room facilities while in a group holding cell.

Packages, Personal Property and Mail

- A. Prisoners shall generally receive no packages from any person. Weapons of any kind, food products, mail, personal property such as jewelry and other prohibited items are not allowed.
- B. There may be an exception where fresh clothing is necessary as determined by a supervisor however on accepting the items, positive ID of the subject providing the items shall be established. All said items will be immediately searched for unauthorized or prohibited inclusions. The same procedure shall be followed for medication however it shall be confirmed that the medication is prescribed to the prisoner before accepting it.
- C. Any exceptions / items / medication taken by supervisors for transfer to the prisoner will be recorded on the prisoner's property sheet. In the case of medication, the prisoner will be given medication as per directions on the prescription / bottle and not given all medication for self-intake. A record of what medication and when it was given shall be recorded.
- D. A police officer shall transfer clothing and / or the allowed item to the prisoner after a search for prohibited items; a second officer shall be present if the cell doors are to be opened, in some cases the item may be passed through a smaller secondary opening.

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Prisoner Lockup Data Entry

- A. Once the prisoner is secured in a cell, the officer shall.
 - 1. Indicate the cell # in which the prisoner will be placed.
 - 2. Indicate the locker # containing the prisoner's belongings.
 - 3. Indicate any injuries or medications and complete the suicide checklist.
 - 4. Complete Hamden Police Department Intake Checklist and Lockup Form (see pg. 21).

Prisoner Record Check

- A. The processing officer shall notify central communications of the name of the prisoner. The processing officer will run NCIC, III (Triple I), and PRAWN (Paperless Arrest Warrant Network) computer system inquires to determine if the prisoner is wanted by any other agency. Dispatch can be requested to run the checks.
- B. The officer or the dispatcher shall run the prisoner's name for an SPRC to determine the prisoners prior arrest record. The SPRC printout will become part of the case file.

Audio and Visual Monitoring

- A. When prisoners are in the detention area, the cameras and audio monitoring system should be checked to ensure they are in working order. Supervisors, the detention officer if applicable and dispatchers are to be notified by officers when prisoners are to be processed and / or detained. When prisoners of the opposite sex are being monitored it is imperative to ensure that the central communications monitors are also operational.
- B. Monitoring equipment will be controlled to reduce the possibility of invading a detainee's personal privacy while using the restroom by momentarily suspending visual observation (i.e. closing that camera's view and turning back on after allowing sufficient time).
- C. It is the responsibility of the headquarters supervisor, the detention officer if applicable and dispatchers to monitor the cellblock cameras and to report any problems. The Headquarters Supervisor will monitor all prisoners that are located in the detention center and has primary responsibility for their observation.
- D. Supervisors will monitor the prisoners from several camera locations and visually observe them at least once every 30 minutes: the main desk area, the detention center and central communications. A twenty-four (24) hour video monitoring system must be operational for prisoners detained in a cell.

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Prisoner Phone Calls

- A. While in custody of the Hamden Police Department a prisoner shall be allowed to make a phone call to arrange for their release or to call their attorney.
- B. If the prisoner is talking to their attorney the officer shall leave the immediate area until the call is finished.
- C. Prisoner phone calls shall not be recorded or monitored by any means.

Prisoner Checks

- A. While a prisoner is in the custody of the Hamden Police Department's holding facility, the prisoner shall be monitored and a physical check and headcount of prisoners shall be accomplished once every eight hours (it is recommended this be completed after each shift change or each time prisoners are fed their meals). The time of the check and the officer who completed the check shall be documented. The officer may enter the occupied cell to check on the wellbeing of the prisoner, but must first call for back up, the officer should not enter the cell alone unless an emergency exists.
- B. Whenever there is a change of shift, the oncoming supervisor shall physically check the prisoners and then document.
- C. In the event of a power failure and the generator is inoperative, the prisoner(s) shall be physically checked on a regular basis and documented.
- D. The detention officer (court officer) as applicable shall perform the prisoner checks or when one is not available the headquarters supervisor.

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Authorized Prisoner Visitors

A. Attorneys:

1. The representing attorney must show proper identification prior to being admitted into the secured area of building. The attorney will be signed into the visitor book.
2. The visit by the attorney will usually be limited to thirty (30) minutes. The prisoner data entry screen will note the arrival and departure time of attorney.
3. The attorney will be escorted to the interview visiting room from the hallway. The door will then be secured.
4. The prisoner will then be escorted to the interview visiting room from the holding facility. The door will then be secured.
5. Prior to entering the building the attorney shall be searched using the metal detector and any packages will be checked for weapons or contraband. This will be done as a routine security practice. No one is exempt.

B. Bail Commissioners

1. Prior to entering the building the bail commissioner should be searched using a metal detector and any packages will be checked for weapons or contraband. This will be done as a routine security practice. No one is exempt.
2. The bail commissioner shall be allowed access to the cell block area and / or visitor interview room to interview the prisoner.
3. The time of the visit and the departure of the bail commissioner shall be noted in the prisoner data entry screen unless recorded by the on sight camera / video system.

C. Police Personnel

1. Members of another police department and/or nonessential personnel must first receive permission from the on-duty supervisor before entering the detention area.
2. Prior to entering the detention area, all police officers shall remove all firearms and knives and they will be secured in a weapon lock box. Less lethal items such as Taser, expandable baton and OC spray are allowed in the detention area for officer protection and prisoner control.

D. Family Members

1. Normally visitation by family members is not allowed.
2. Under some conditions family members may visit prisoners with the approval of the Headquarters Supervisor however only under extreme circumstances.

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Prisoner Smoking

- A. Prisoners of the Hamden Police Department will not be allowed to smoke while in custody.

Prisoner Meals

- A. The prisoners will be fed three (3) times within a twenty-four (24) hour period as close to the following times as possible.
 - 1. 0700 - 0800 hours
 - 2. 1200 - 1300 hours
 - 3. 1700 - 1800hours
- B. The meals for the prisoner(s) will be.
 - 1. Purchased at a local area restaurant.
 - 2. Charged to the police department.
- C. The Headquarters Supervisor or the detention officer (court officer) if available shall call the order in and completely fill in the prisoner meal form (s).
- D. The officer assigned to pick up food will sign the prisoner meal form leaving the original with the restaurant and return with the copies that will be submitted to the Chief's office.
- E. The officer will then note the time of dining on the data entry log unless captured on the in-house video recording system which can be retrieved. At no time will the prisoner (s) be allowed to eat with any type of eating utensils. Utensils shall be removed from the meal package and not allowed into the cell block area, if possible inform the restaurant not to include utensils with the meal.

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Medical Attention

- A. Whenever a detainee needs medical attention the Hamden Fire Department will be called to the police department to examine the detainee and approve a course of medical action. A police officer will always be assigned to protect fire department personnel during their holding facility examination of the detainee. All detainee medical emergencies shall be immediately acted on and reported.
- B. At no time will Hamden Fire Department personnel be left unattended with the prisoner.
- C. Hamden Fire Department licensed medical personnel will determine if the prisoner needs to be transported to the hospital for treatment.
- D. If based on the advice of Hamden Fire Department certified medical professionals (i.e. licensed medical EMTs and / or paramedics), it is determined that the prisoner is needful of hospital / medical care, appropriate medical care will be sought.
- E. The medical attention could pertain to, but not limited to:
 - 1. Medical conditions
 - 2. Drug overdoses
 - 3. A threat of suicide
 - 4. An obvious mental condition
 - 5. Alcohol intoxication
- F. If it is determined the prisoner needs additional treatment the prisoner will be transported to the hospital via ambulance.
- G. An officer will complete a report detailing times and circumstances. The transporting officer will take copies of the prisoner's identification, suicide form if applicable and any other information in HPD possession that is deemed necessary to identify the prisoner.
- H. The prisoner transport will be escorted by an officer to the hospital emergency room. To assure medical personnel safety, the escorting officer will remain within visual, physically controllable, contact with the prisoner until departure from the hospital or relieved by another Hamden Police officer. In dangerous circumstances such as with a violent detainee, a Hamden Police Officer may ride in the transport with transport personnel approval and approval from a supervisor with another officer following if necessary.

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- I. The prisoner will be handcuffed if it will not further complicate the injuries or medical condition and remain handcuffed while at the hospital. If the prisoner cannot be handcuffed due to injuries, ambulances are generally equipped with restraints that can be attached to the stretcher. The restraints will remain on the prisoner until the prisoner reaches the hospital, at which time hospital security will be asked to put the prisoner in their restraints. The Hamden officer will remain with the prisoner as security personnel are not responsible for prisoner control.

- J. Upon release, the prisoner must receive a signed medical release from a doctor documenting any treatment and that the prisoner has been medically cleared for release from the hospital.

- K. The officer will notify the dispatcher by radio that the prisoner is enroute to the police department.

- L. The prisoner, upon arrival at the Hamden Police Department, will be brought in through the sally port. The dispatcher will be informed of the arrival.
 - 1. The cell shall be searched prior to placing the prisoner in it.
 - 2. The prisoner will then be searched, un-handcuffed and placed in a cell.

- M. If the prisoner must be admitted to the hospital, the Headquarters Supervisor shall be notified and a decision will be made with regards to the security of the prisoner.

- N. Procedures for gaining access to medical services shall be posted in the holding facility area.

- O. Disabled, medical conditioned and / or handicapped prisoners may require special arrangements at the discretion of the headquarters supervisor. Officer and prisoner safety will not be compromised, therefore it may be advantageous to have the prisoner transported to the hospital or a correctional facility able to accommodate said prisoner.

- P. Detainees that are violent, suicidal or under the influence of drugs or alcohol require more frequent monitoring and shall be segregated from other detainees by never being doubled up or holding them in a cell with another prisoner.

- Q. Police shall render aid and request emergency medical service (EMS) as soon as possible for persons subjected to injury, complaints of injury, signs of medical distress (short breath, altered mental status, loss of consciousness) or anyone subjected to the use of any weapon (firearm, impact, CEWs, OC or K9 apprehension). A Supervisor shall be immediately notified and injuries shall be photographed and documented when possible.

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Medication and Health Assessment

- A. At the time of admission to the holding facility, the processing officer shall assess the current health of all detainees, as follows:
1. Is the prisoner presently under a doctor's care? If so, obtain physician's name.
 2. Are there physical injuries, body deformities, trauma markings, bruises, lesions, jaundice, ease of movement limitations, illnesses, or medications taken? This is so the officer can perform a prisoner assessment of apparent physical and mental condition.
 3. If prescription medicine is taken from the prisoner, notify the Headquarters Supervisor who will record instructions as applicable.
- B. If prescribed medication is administered, the Headquarters Supervisor will ensure the date, time and type of medicine is recorded. The administering officer will record the date, time, type and quantity of medication given to the prisoner for self-administration.
- C. If the prisoner does not make bond and is transferred to another agency or is brought to court, the other agency receiving authority or the court marshals shall be made aware of any medical conditions and /or medication that the prisoner may have or need.
- D. Detainees with medical conditions, disabled and / or handicapped detainees shall be segregated from other prisoners as is practical by never doubling up or housing them with others in the same cell. Said detainees may require more monitoring and / or assistance based on their condition. The Hamden Fire Department or other EMS personnel may be considered under those circumstances.

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Cell Block Fire

A. Central Communication Responsibilities:

1. Notify Hamden Fire Department immediately of the fire.
2. Notify the Headquarters Supervisor.
3. Notify the nearest patrol cars and have the units respond to police headquarters to assist in clearing the cellblocks.

B. Headquarters Supervisor / Police Officer Responsibilities:

Evacuation Plan:

1. Remove all prisoners from the Cell Blocks and handcuff them.
2. Remove the prisoners from the Cell Block area to the sally port and remain with them until relieved.
3. If the prisoners cannot be held in the sally port they should be placed in the rear of the prisoner van or a patrol vehicle with a security screen and held there until the building can be reentered.
4. In the event the cell blocks cannot be used, area departments shall be requested to house our prisoners.
5. Emergency exits are to be designated and signed directing to hazard free areas.

C. A written evacuation plan referencing the above will be posted in the holding facility.

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Routine Prisoner Release

- A. Prior to being released the prisoner must be processed.
- B. The Headquarters Supervisor will ensure that all the processing paperwork is complete.
 - 1. The prisoner will be removed from the cell and be given their property back, and they will sign the printed lockup form acknowledging the receipt of their property.
 - 2. If there are any discrepancies the Headquarters Supervisor will be notified at once.
 - 3. In the event that the prisoner does not wish to sign for their property, two officers will witness the return of the property and note the property return on the lockup form indicating refused to sign on the prisoner's signature line. An incident report will then be completed noting any refusal or discrepancies.
 - 4. In the event that the prisoner is released to another agency, their transferable property shall be transferred to that agency.
 - 5. No prisoner shall be released until they are positively identified by comparison with the prisoner's lockup data and / or positive identification. This is to assure that no mistaken identity will arise.
 - 6. The prisoner will then be escorted from the cell block area to elevator #4 to the main level of facility. The prisoner will then be escorted to the front lobby.
 - 7. If the prisoner is being released to another police agency, or the State Marshall's, the receiving officer will be given the prisoner's identification, suicide checklist form and advised of any medical concerns, or security hazards relating to the prisoner.
 - 8. When the prisoner is released from custody of the Hamden Police Department, the time of release, reason for release (i.e.: bond. Court transport, PTA, etc.) shall be recorded. The signed, printed, lockup data and property sheet shall be forwarded to the Records Division to be filed with the incident report.

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Suicide Prevention

- A. When officers admit detainees to the holding facility, they shall complete the Suicide Checklist and identify any visual or verbal indications of a suicidal risk profile as a matter of routine booking procedures. The two most significant areas of concern are the suicidal history and suicidal thinking. These two areas have a very high risk potential. The higher the number of any risk factors that are identified the higher the likelihood of a suicide attempt.
- B. When the processing officer identifies a potential suicide risk, the officer shall notify the Headquarters supervisor immediately. In extreme cases an emergency committal should be completed and the prisoner sent to an emergency room for observation. An officer will remain with the prisoner until released from the hospital. Once released from the hospital the Headquarters Supervisor will determine if the prisoner must remain under constant observation until released from the Hamden Police Department detention facility.
- C. If the suicidal prisoner is going to be arraigned in court, the Marshall(s) will be notified of the risk verbally and by giving them a copy of the Suicide Checklist.
- D. Prisoners who are deemed a suicide risk, security risk, who are more violent or demonstrating unusual or bizarre behavior should be under closer surveillance and more frequent observation.
- E. A prisoner may be suicidal due to five (5) separate classifications or indexes, but not limited to:
 - 1. **Personal Loss:**
 - a. Recent death in the family.
 - b. Anniversary of a death of the family or close friend.
 - c. A recent divorce, separation or threatened loss of an important relationship.
 - d. Death of a pet.
 - e. Loss of a job, livelihood or money.
 - f. Recent loss of physical or mental health.
 - 2. **Emotional or Mental State:**
 - a. Apparent depression stated by the prisoner's obvious sadness, tearfulness, lifeless quality, chronic fatigue or sense of despair.
 - b. Severe psychiatric disorders or psychosis delusions, hallucinations or disoriented thinking.
 - c. History of alcoholism or current intoxication.
 - d. Bodily discomforts.
 - e. Current and frequent complaints or vague body pains or discomfort.

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3. Suicidal History:

- a. Previous attempts of suicide? The current danger increases with multiple suicide attempts in the past.
- b. Lethality of past methods? If past suicide attempts have been highly lethal, a high risk factor is present.
- c. The past precipitating events are similar to the present events, then suicide risk is high.

4. Suicidal Thinking:

- a. Prisoners sometime express intent to do bodily harm to themselves.
- b. These threats must be taken seriously.
- c. A suicide plan where a prisoner identifies a specific method of self-destruction is a high risk.
- d. The area must be checked to determine if the prisoner has the materials needed to carry out the threat.

5. Social Identification or Status:

- a. The prisoner has little availability of friends or close family or significant others.
- b. Negative Interaction or Interpersonal Relationships.
- c. The individual tends to be conflicted or troubled with others.

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Padded Cell Use

- A. Prisoners exhibiting violent behavior or suicidal tendencies may be placed in the padded cell at which time:
 - 1. The Headquarters supervisor will be notified.
 - 2. Central Communications will be notified.
 - 3. Prisoner monitoring per this policy shall be followed.
 - 4. A determination if further medical care should be sought shall be made.

Holding Facility and Cell Block Doors

- A. All holding facility entrance and exit doors as well as cell block doors shall remain closed and locked at all times while not in use.
- B. Officers will only enter occupied cells when absolutely necessary.
- C. If entry is needed, a back-up officer shall be present to prevent an injury or escape unless an emergency dictates immediate entry.
- D. Officers shall check that holding facility entrance and exit doors as well as cell block doors are locked after entering or exiting for security.

Cell Block Repair and Maintenance

- A. Repair work or maintenance shall only be performed in the holding facility when it is empty. After the repairs or maintenance is completed the facility shall be inspected and searched for weapons, tools, contraband or unauthorized items.
- B. In the event that emergency repairs or maintenance must be performed while the holding facility is occupied and the action necessitates the prisoner be moved, the prisoner shall be removed and placed in another cell prior to maintenance workers entering the holding facility, or removed and kept under guard until the work is completed if applicable.
- C. The prisoner will either be left in the new cell or be returned to the original cell after the cell is thoroughly searched for unauthorized items.
- D. The Deputy Chief of Support Services Bureau or his designee will inspect the Cell Block area on a weekly basis for security concerns, weapons and contraband and document.

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Holding Facility / Cell Block Capacity

A. The holding facility has a capacity of:

1. Ten (10) adult male cells.
2. Four (4) adult female cells.
3. One (1) Adult padded cell.
4. Four (4) juvenile male cells.
5. Two (2) juvenile female cells.
6. It should be noted that there is also a large adult holding cell and a smaller juvenile holding cell.

**When there are no female prisoners, males may be placed in female cells however if females are present, they shall be separated from males when held. Juveniles shall be kept separated from adults by sight and sound.

B. When more prisoners are in custody than can be jailed, arrangements will be made to hold excess prisoners at another police department. The supervisor will contact other police departments to make arrangements and request housing via mutual aid.

**While housing prisoners at another agency we may be liable for prisoner meals. Arrangements will be made to deliver food in those cases.

C. Excess prisoners will be lodged at other departments, in the following order:

1. North Haven Police Department.
2. Cheshire Police Department.
3. Other police departments or correctional facilities

Cell Block Keys and Electronic Access Control

A. There are several sets of cell block keys. The keys are at the following locations:

1. In the Control Room.
2. Front Desk in key box.
3. Deputy Chief of Support Services Bureau office or designee.

B. In the event electronic access controls are utilized, access control will be limited as per this policy.

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Prisoner Escape

- A. In the event that a prisoner does escape from the Hamden Police Department the following steps shall be taken:
1. The Headquarters Supervisor and Central Communications shall immediately notify all on-duty police officers, over the radio, upon learning of the escape.
 2. The name of the escapee, sex, age, charges and description shall be included in the broadcast.
 3. Two officers will be dispatched to the Hamden Police Station to conduct a thorough search of the police facility and surrounding area.
 4. Available police units will be dispatched to check the area surrounding the police station for the prisoner.
 5. The use of a K9 to engage in a track should be contemplated.
 6. The use of the CT State Police aerial units (i.e. Drones, Trooper 1, etc.) should be contemplated if deemed as being useful.
 7. An immediate review of on sight recorded camera / video footage should be reviewed for the escapee's route to afford the best opportunity for recapture.
 8. After escape is discovered and mitigation efforts employed, the Headquarters Supervisor shall complete an incident report.
 9. Central Communications shall notify area police departments adjoining the Town of Hamden of the escape and give them as much information as possible regarding the escape. The Headquarters Supervisor should consider requests for mutual aid if appropriate.
 10. If the escapee is a danger to citizens, measures should be taken to notify residents and / or schools and daycares if appropriate to do so.
 11. The Headquarters supervisor shall notify the following personnel of the escape:
 - a. Captain (if none, then the commanding officer) of the Patrol Division.
 - b. Deputy Chief of the Field Services Bureau who will notify the Chief.
 - c. Additionally: Send a type over NCIC computer.
- B. If the escapee is not located or apprehended by the end of the shift, an arrest warrant application for the escapee will be completed for immediate processing.
- C. An internal affairs investigation will commence and a complete and thorough investigation of the incident will be conducted with findings reported to the Chief of Police.

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Panic Alarm System and Cell Block Communication

- A. Officers may carry their portable radio into the cell block area for two way communication should an emergency arise. Portable radios have a “panic” button which may be utilized to alert central communication staff to an emergency.
- B. Prisoners may alert officers or communication center staff to an emergency through visual monitoring as each cell housing a prisoner must have a working camera.
- C. An audio communication system will allow officers to communicate with prisoners housed in each cell.
- D. Panic buttons designated in strategic areas of the cell block area will alert central communication staff to an emergency should the officer not have access to a radio.

Holding Facility Conditions

- A. The holding facility shall have adequate lighting as required by local building code.
- B. The circulation of fresh air in the holding facility shall meet local public health standards.
- C. If a detainee is held in a cell in excess of 8 hours, they will be held in a cell with access to a toilet, wash basin and / or sink where drinking water can be obtained, a raised area for sitting or lying that can be used as a bed (a clean blanket can be furnished for sleeping), otherwise if held less than eight hours a detainee will be given access to a toilet and drinking water when needed.

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Required Inspections of the Holding Facility

- A. Any first aid kits located in the holding facility shall be inspected once per week for completeness and currency by the detention officer (or court officer if no detention officer is available) and results documented; product shall be replenished as necessary. The Chief or designee shall maintain said documentation.

- B. Sanitation of the holding facility shall be inspected at least once per week and shall be documented for the presence of vermin and / or pests by the police assigned custodian. A contracted cleaning service may be utilized for this purposes however they will report their findings to the police custodian who will document. Should any presence be detected, mitigation efforts shall be employed and results also documented. Mitigation efforts shall consist of pest control procedures recommended by town building staff, custodial staff and / or professional exterminators. Documentation shall be maintained by the Chief or designee. All inspections and findings in this section shall be documented.

- C. Security inspections of the holding facility where a detainee may have access, including occupied and unoccupied cells, for weapons and contraband will occur at least once per week by the detention officer (or court officer if no detention officer is available) and will be documented. If weapons or contraband are found the headquarters supervisor shall be notified. Should security equipment require maintenance or repair, efforts will be documented and said documentation will be maintained by the Chief or designee. Security inspections should consist of visual inspection of bars, locks, glass, floors, walls, access panels, doors, rings, cuffs, restraints and other security devices including electronic security devices for operation, wear and tampering.

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Fire System

- A. The holding facility shall have an automatic fire alarm and heat / smoke detection system which has been approved in writing by the state or local fire officials.
- B. The Deputy Chief of Support Services, or his designee, will ensure a daily inspection of fire detection equipment for abnormalities and a yearly test of the cell block area's fire detection system (alarm system) or as required by local fire code. In addition, if fire extinguishers are present in the holding facility, they will be visually inspected once per week and documentation of the inspection will be recorded.
- C. The Hamden Fire Department or a fire extinguisher company's personnel will inspect the fire extinguishers and test them at least twice per year, or as code requires. Inspection tags on the fire extinguishers will serve as documentation.
- D. Any fire detection devices and / or equipment in the holding facility shall be visually inspected daily for abnormalities; documentation will serve to show the inspection was completed.
- E. Any fire equipment in the holding facility shall be visually inspected weekly for abnormalities and fire equipment / fire suppression systems shall be tested twice per year; documentation will serve to show the inspection and / or testing was completed.
- F. The holding facility automatic fire detection devices and alarm system shall be tested once per year or as required by local fire code; documentation will serve to show the testing was completed.

Training

- A. Police officers will receive training on the holding facility, the facilities equipment, and the fire alarm system during initial employment and / or field officer training (FTO), and additional training as deemed necessary by the department.

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HAMDEN POLICE DEPARTMENT

INTAKE CHECKLIST AND LOCKUP FORM

Officer: _____
 Badge#: _____
 Date: _____
 Case #: _____
 Arrestee: _____
 Arrestee DOB: _____

Prisoner searched prior to transport: Yes / No / NA

Transport vehicle searched at the beginning of your shift: Yes / No / NA

Transport vehicle searched prior to transport with negative results (If No, document in your report) Yes / No / NA

Transport vehicle searched following transport with negative results (If No, document in your report) Yes / No / NA

Arrestee was placed using seat belt: Rear seat passenger side / Rear seat driver side / Front seat / Rear of transport van

Handcuffs double locked and checked for fit: Yes / No / NA

Arrestee handcuffed: Front / Back / Other restraints used _____

Was arrestee presented to Hamden PD by another agency: Yes / No / NA

If so, what agency _____ How was officer identified: Badge # / ID / Known to me

Arrestee was identified by: ID / Known to me / Other – Explain: _____

Was transport interrupted? Yes / No / NA

Reason: _____

Did arrestee have any communication during transport? Yes / No / NA

If so, with whom: _____

Officer secured all applicable weapons prior to entering booking facility: Yes / No / NA

Suicide checklist / behavioral health (PREA) inquiry completed: Yes / No / NA

Arrestee asked if currently taking medication: Yes / No / NA

Meds brought with arrestee if applicable: _____

Meds disbursed if applicable: When: _____ by: _____

Arrestee asked about current medical condition: Yes / No / NA

Arrestee asked if they require medical assistance: Yes / No / NA

Arrestee shows signs of physical trauma, bruises or other injury: Yes / No / NA

If so, describe: _____

Cell inspected for weapons / contraband prior to placing arrestee in: Yes / No / NA

Arrestee's property inventoried and secured in a locker: Yes / No / NA

Booking video requested preserved: Yes / No / NA

Supervisor notified arrestee in cell for monitoring (Supervisor's name _____) Yes / No / NA

HPD Revised 03/2023