

**POLICY  
701**

**EFFECTIVE  
DATE  
7-13-18**

**Eugene  
Police Department**



---

## **Prisoner Processing Area**

### **701.1 PURPOSE AND SCOPE**

The Department shall maintain the custody of prisoners in accordance with this policy and the Procedures Manual and in accordance with Oregon Revised Statutes Chapter 169. The purpose of the Prisoner Processing Area Policy and Procedures Manual is to establish policies and procedures in the booking, housing, security and release of prisoners at all Eugene Police Department locations.

The Eugene Police Department has a zero tolerance for all forms of sexual contact or sexual abuse, either prisoner-to-prisoner or employee-to-prisoner.

The Eugene Police Department shall maintain a Prisoner Processing Area Policy and Procedures Manual that consists of this Policy 701 and incorporates the following Policy Manual sections:

- Policy Manual 800 Use of Force
- Policy Manual 806 Flexible Restraint Device
- Policy Manual 808 Handcuffing, Control Holds, and Impact Weapons
- Policy Manual 324 Temporary Custody of Juveniles
- Policy Manual 418 Mental Health Crisis Response
- Policy Manual 302 Citations in Lieu of Custody
- Policy Manual 702 Searches and Inventories of Detained Persons

#### **701.1.1 SUPERVISION OF PRISONERS**

No prisoner will be held in the Prisoner Processing Area unless there is a designated employee who remains within the police building who can supervise the Prisoner Processing Area and respond to emergencies within this area. This is generally the arresting officer, but if their duties prevent them from supervising the prisoner, they will report to a supervisor who will ensure someone is appointed.

### **701.1.2 DETENTION OF PRISONERS IN THE PRISONER PROCESSING AREA**

It is the policy of the Eugene Police Department that prisoners detained in the Prisoner Processing Area shall be released or transported to another facility, per the provisions of this manual, as soon as possible and practical.

### **701.1.3 NON-DETAINABLE PRISONERS**

Non-detainable prisoners are arrestees who fall within the following classifications and should not be detained in the Prisoner Processing Area. Each person falling into one of the following categories should be transported to the County Jail, the designated medical facility or County Mental Health:

- a. Any person who is sick or injured requiring medical attention.
- b. Any person with a medical condition, including pregnant females who may require medical attention, supervision or medication during confinement.
- c. Any person who has claimed, or is known to be afflicted with, or displays symptoms of any communicable disease and the arresting officer has a reasonable belief (i.e. spitting or bleeding) that the prisoner may contaminate the Prisoner Processing Area. If the officer has a reasonable belief that the area has been contaminated the officer should label the area as a bio-hazard and arrange for decontamination.
- d. Any person suffering from a severe mental disorder. Refer to *Policy 418 Mental Health Crisis Response*, which is incorporated as a part of this manual.
- e. Any combative or unruly person who may most likely cause damage to the facility or severely disrupt the good order of the Prisoner Processing Area.
- f. A prisoner who is or may be contemplating suicide.
- g. Any person suspected of being under the influence of a hallucinogen, hyperglycemic agent, psychotropic medication, narcotics, sedatives, tranquilizers, anti-neoplastic (cancer) drugs, research medication or any person suffering from withdrawals of the above. During a criminal investigation the prisoner may be held in the Prisoner Processing Area, but must not be left unattended.
- h. Any person who is intoxicated to the extent that they are unable to care for themselves, when there are investigative reasons to hold such a prisoner they must receive a medical clearance by a physician or EMT before being detained in the facility.

### **701.1.4 DETAINABLE PRISONERS**

Prisoners who fall within the following classifications may be detained in the Prisoner Processing Area. Detainable prisoners include prisoners arrested and detained pending:

- a. Posting of bail (surety release under *Oregon Revised Statutes 135.265*.)
- b. Release on Own Recognizance (*Oregon Revised Statutes 135.245(3)*.)

- c. Citation in lieu of custody.
- d. Transportation to the County Jail.
- e. In custody interview or other investigation.

#### **701.1.5 TRANSPORTATION OF PRISONERS**

Generally and when circumstances permit, prisoners of the opposite sex, or adult and juvenile prisoners, should not be transported in the same vehicle unless they are physically separated by a solid barrier. If segregating prisoners is not practicable, officers should be alert to inappropriate physical or verbal contact between them and take appropriate action as necessary.

Whenever a prisoner is to be transported from the Prisoner Processing Area to another facility by a member of this department the transporting officer shall be responsible for the following:

- a. Verify the identity of each prisoner to be transported matches the booking paperwork.
- b. Ensure that all pertinent documentation accompanies the prisoner, such as copies of booking forms, medical records when appropriate, an itemized list of the prisoner's property, warrant copies, etc.
- c. Ensure that any known threat or danger the prisoner may pose, such as escape risk, suicide potential, or medical condition, is recorded on the prisoner's booking sheet and is transported with the prisoner to the next facility. The transport officer shall ensure such threat or danger is communicated to intake personnel at the next facility.

#### **701.1.6 PRISONERS WITH ORTHOPEDIC OR PROSTHETIC APPLIANCE**

Subject to safety and security concerns, persons who are detained in the Prisoner Processing Area shall be permitted to retain possession of an orthopedic or prosthetic appliance if it is prescribed or recommended and fitted by a physician. However, if the appliance presents a risk of bodily harm to any person or is a risk to the security of the facility, the appliance shall be removed from the prisoner and secured for safekeeping but shall be promptly returned if it is later determined that such risk no longer exists or when the prisoner is released. If the prisoner is to be transported to jail, the appliance will be given to the receiving jail staff upon booking and the security concerns relayed.

If the appliance is seized as evidence, and the prisoner is going to be released, they should be advised to seek medical advice within the next 24 hours and be given the number to the Risk Management Office if the physician has health and safety concerns.

Whenever a prosthetic or orthopedic appliance is removed from a prisoner the Watch Commander shall be promptly apprised of the reason for the removal. The Watch Commander will evaluate the decision to remove the device and take appropriate action.

## **701.2 DEPARTMENT ORGANIZATION AND RESPONSIBILITY**

The following responsibilities for the Prisoner Processing Area operations have been established:

- a. The Chief of Police shall be the facility administrator officially charged, by law, with the administration of the Prisoner Processing Area.
- b. A Patrol Division Administrative Lieutenant is the Prisoner Processing Area Manager and will have the responsibility for planning, managing, administrative functions, review of the facility manual and the operations of the Prisoner Processing Area for all local, state and federal standards relating to such facilities.
- c. The Watch Commander has functional responsibility for the Prisoner Processing Area. Any other supervisor may provide assistance as needed.

## **701.3 PRISONER SUPERVISION AND CLASSIFICATION**

### **701.3.1 SUPERVISION OF PRISONERS**

Each Prisoner Processing Area shall require supervision when persons are confined. Personal inspections of each confined person are to be made **hourly** (*Oregon Revised Statutes 169.077.*)

Those individuals appearing under the influence of intoxicants will be checked every **30 minutes.**

**If any employee observes any physical or behavioral characteristics of a prisoner that suggest that he or she is vulnerable to sexual abuse, a higher standard of monitoring should be considered, up to constant physical monitoring. Examples of vulnerable prisoners include, but are not limited to: juveniles, women, gay, lesbian, bisexual, transgender, mental or persons with physical disabilities or injuries causing weakness, intoxicated persons.**

### **701.3.2 LOG ENTRIES AND SECURITY CHECKS**

All prisoners should be logged into the Prisoner Processing Area Log. The following information will be transmitted via Service Chanel (2) radio, MDC, or telephone to the Communications Center where a new CAD entry will be completed and maintained for the duration of the custody:

- a. Case number
- b. Date/time of booking
- c. Charges
- d. Arrestee's name
- e. Arresting officer's name

- f. Date and time of release

The lodging officer should conduct a security inspection of the holding area prior to and following lodging of the prisoner.

### **701.3.3 TEMPORARY DETENTION OF JUVENILES**

When a member of this department takes a juvenile into custody, that juvenile must be handled in a different manner than adults. All juvenile detentions will be logged per the provisions of *Policy 324 – Temporary Custody of Juveniles*

### **701.3.4 HANDCUFFING OF A PREGNANT AND IN LABOR ARRESTEES**

Officer should refer to *Policy 808 – Handcuffing, Control Holds and Impact Weapons*, for guidance regarding this issue.

## **701.4 PRISONER PROCESSING AREA SEARCHES**

Whenever practical, a pat-down search of an individual should be conducted by an officer of the same sex as the person being searched. Absent the availability of a same sex officer, it is recommended that a witness officer be present during any pat-down search of an individual of the opposite sex as the searching officer.

Officers bringing prisoners into the Prisoner Processing Area shall thoroughly search their prisoners. Officers should consider searching prisoners within clear view of the video surveillance installed in the area.

Arrestee search procedures and policies are found in *Policy 702 – Searches and Inventories of Detained Persons*.

## **701.5 FIRE SAFETY AND OPERABILITY**

Every Prisoner Processing Area shall be safe and secure in accordance with the State of Oregon Structural Specialty Code and Fire and Life Safety Code.

The Forfeiture & Quality Assurance Analyst, as designated by the Facility Lieutenant, shall on an annual basis inspect the Prisoner Processing Area to ensure:

- a. No flammable materials are stored in the detention area.
- b. Fire extinguishers are serviceable.
- c. Confirm cell thumb switch locks are operable.
- d. First aid kits are readily available and completely stocked.
- e. Smoke detectors are operational.
- f. Inspect and test panic button system.

- g. The facility is clean and appropriate parts are operable. If the cleanliness or operability of the facility is not appropriate, Facilities will be contacted to clean and/or repair the facility. Parts of the facility may be closed until this occurs, if in the judgment of the facility supervisor deficiencies pose a health or safety problem.

The results of the quarterly safety inspection shall be documented in writing. The inspection record shall be retained for two years by the Prisoner Processing Area Manager.

#### **701.5.1 FIRE PROCEDURES**

In the event of a fire in the detention area the discovering employee should immediately:

- a. Notify the Fire Department, Watch Commander and on duty patrol personnel simultaneously through Central Lane Communications.
- b. Initiate movement of all prisoners to an area of safety through the utilization of an evacuation plan.
- c. Begin fire suppression procedures as applicable.

Responding patrol officers under the direction of the Watch Commander should be responsible for:

- a. The evacuation of prisoners.
- b. Obtaining medical services as needed.
- c. Securing prisoners in a temporary holding area.
- d. Arranging transportation of prisoners to the County Jail or other Temporary Holding Facility as necessary.
- e. Initiating an investigation concerning the origin of the fire along with filing necessary reports.

The Facility Manager, in coordination with the Fire Department and qualified first aid/CPR instructional personnel, shall oversee the training of all department personnel and ensure that they are familiar with:

- a. The Prisoner Processing Area policy and procedures; and
- b. Fire safety and evacuation plan including the use of the fire extinguisher.

The Fire Marshal should make annual inspections of the Prisoner Processing Area.

## **701.6 EVACUATION OF PRISONER PROCESSING AREA**

If an evacuation of the Prisoner Processing Area becomes necessary, the following should be considered:

### **701.6.1 PRIMARY CONCERNS**

- a. Safety of public.
- b. Safety of department personnel.
- c. Safety of prisoners.
- d. Security of prisoners.

### **701.6.2 NOTIFICATION**

- a. Watch Commander.
- b. All available sworn personnel.
- c. Fire Department.
- d. Medical aid.
- e. Facility Manager.
- f. Facility Administrator.

### **701.6.3 EMERGENCY EVACUATION**

When time permits, all prisoners will be restrained, as deemed necessary by the officer conducting the evacuation. The evacuation will be conducted in an orderly fashion by one of the routes posted in the Prisoner Processing Area.

### **701.6.4 EVACUATION FORMATION AREA**

All prisoners will form in the designated location where they will be held until the Prisoner Processing Area can again be safely occupied, or as in the case of an emergency of a long duration until they can be transported to another facility.

If possible, juveniles are to be kept separate from adult prisoners and females from male prisoners.

Only after the safety and security of the prisoners is assured will personnel, not detailed to prisoner security, participate in fire suppression or other emergency activities.

### **701.6.5 CITYWIDE OR REGIONAL DISASTERS**

In cases of Citywide or regional disasters, the Watch Commander may authorize the release of prisoners detained for misdemeanors or felonies involving property crimes

only. Every available effort will be made to continue the custody of violent felons or felons accused of violent crimes to ensure the safety of the public.

#### **701.6.6 FIRSTAID/ PROFESSIONAL MEDICAL ATTENTION**

As necessary, evacuating personnel will apply first aid to those prisoners injured as a result of the emergency or injured during the evacuation procedure until professional medical aid arrives to assist.

#### **701.6.7 REPORTS**

The Watch Commander will ensure that any emergency evacuation of the Prisoner Processing Area is documented and that copies of those reports be forwarded to the Prisoner Processing Area Manager and Administrator.

### **701.7 PRISONER TELEPHONE CALLS**

Every prisoner detained in the Prisoner Processing Area, whether adult or juvenile, shall be entitled to the use of a telephone. The use of the telephone may be suspended due to investigative or safety reasons.

There is no obligation for the officer to make a call on a prisoner's behalf – for example in the case of a person that is so intoxicated that he or she cannot make a call.

Prisoners should be given sufficient time on the phone to contact whomever he/she desires and to arrange for necessary items because of his/her arrest. The phone calls are not intended to be lengthy conversations and the officer may use his or judgment in determining the duration of the calls.

#### **701.7.1 TELEPHONE CALL PROCEDURES**

Inmates may not participate in three way or conference calls. Directory assistance will be limited only by the limitations imposed by the telephone company (*Oregon Administrative Rules 2911300006*.) If a call cannot be completed because there is no answer or a line is busy, the prisoner must hang up and try again later.

Calls between a prisoner and an attorney, court or court official, legal aid bureau or other agency providing legal services, will not be monitored. Employees may place the telephone call and verify the identity of the person called. The employee placing the call shall leave the immediate area where the call is being placed; however, the prisoner may be kept under visual supervision by staff throughout the duration of the call.

Calls normally should not be terminated before a reasonable time limit, except when the nature of the conversation or the conduct of the inmate:

- a. Threatens or plans illegal action, or
- b. Plans activities which violated facility rules, endangers security or endangers the safety of another human being, or
- c. Disrupts the operation of the facility.



## **701.8 HANDLING OF PRISONER'S PROPERTY**

Officers shall take care in the handling of prisoner's property to avoid discrepancies or loss.

No property belonging to a prisoner will be brought to the Prisoner Processing Area that has not been inventoried pursuant to *Policy 702 Searches and Inventories of Detained Persons*.

In addition, officers will remove and secure prisoner's shoes (or shoe laces), belt, necklaces or other property that can be used as a weapon, implement of escape or be used to harm themselves or others.

Any personal property belonging to the prisoner shall be secured and returned to the prisoner upon release or released into the custody of the next agency assuming custody of the prisoner.

Property belonging to the prisoner, but retained by the officer as evidence, shall be booked according to procedures. The prisoner shall be advised that such property will be kept as evidence and, the officer will issue the prisoner a receipt.

### **701.8.1 VERIFICATION OF PRISONER'S MONEY**

All money belonging to the prisoner shall be counted in front of the prisoner. Money belonging to the prisoner, but retained by the officer as evidence, shall be booked according to property/evidence procedures. The prisoner shall be advised that such money will be kept as evidence and, the officer will issue the prisoner an EPR.

### **701.8.2 RELEASE OF PRISONER'S PROPERTY**

Release of any prisoner's property to any person requires the recipient's signature on the EPR. When a prisoner is released from custody, all property will be returned to him/her and he/she will be required to sign the back of the EPR sheet.

If a prisoner is released to the court or an officer of another agency, all property will be released to that officer who will be required to verify and sign for the property.

Any alleged shortage or discrepancy shall be brought to the attention of the Watch Commander who will interview the prisoner claiming the shortage prior to his/her release.

The Watch Commander shall ensure that a search for the alleged missing item(s) is complete and shall attempt to prove or disprove the claim. A written claim by the prisoner shall be requested where the discrepancy cannot be resolved.

## **701.9 PRISONER PROCESSING AREA PROCEDURES**

### **701.9.1 SECURITY**

- a. Officers weapons may be secured in the gun lockers outside the entrance to the Prisoner Processing Area.
- b. Prisoner Processing Area doors are to be kept locked at all times, except during cleaning, when no prisoners are in custody or in the event of an evacuation.

- c. No personnel shall smoke at any time while in the detention area. No prisoner shall be allowed to smoke or possess smoking materials in this area.
- d. Restraint devices such as handcuffs, flex cuffs, Belly chains and leg restraints will be used in accordance with existing department policy.
- e. All personnel shall comply with all department use of force directives, including *Policy 800 – Use of Force*, incorporated herein.

#### **701.9.2 ATTORNEYS**

Attorneys who need to interview a prisoner should do so inside the secure interview room located inside the Prisoner Processing Area.

Both the attorney and prisoner should be searched for weapons prior to being admitted to the secure interview room and again after leaving.

Attorneys may be required to produce a current Oregon BAR card as well as other matching appropriate identification if their identity is unknown to the officer.

Interviews between attorneys and their clients shall not be monitored or recorded. If the safety of the attorney is a concern, an interview room with a two-way mirror is available. The attorney shall be advised of this and their consent is required prior to officers monitoring this room. The audio conversation shall never be monitored or recorded.

#### **701.9.3 RELEASE OF PRISONERS**

The Prisoner Processing Area should be inspected for damage prior to the release of any prisoner.

Any damages should be noted and, if necessary, an additional crime report completed. If additional charges are warranted they will be made. Photographic evidence should be obtained and documented to support additional charges.

Prisoners shall be released in accordance with state law. The releasing officer will be responsible for the following:

- a. All property not retained as evidence or contraband shall be returned to the prisoner.
- b. The appropriate Prisoner Processing Area Log will be finalized by transmitting via radio the name of the prisoner and reason for the release.
- c. The prisoner being released will be escorted from the Prisoner Processing Area and police facility by a department employee. At no time will a released prisoner be allowed in any secure area of the station without personal supervision by an employee.

#### **701.9.4 DEATH OR SERIOUS INJURY OF A PRISONER**

In the event of a serious injury or death of a prisoner while in custody of this department, The Chief of Police shall be notified, via the Chain of Command. The Chief of Police will designate whom or what agency will conduct the investigation. The investigation will be launched immediately and the Prisoner Processing Area will be secured as a crime

scene under the direction of the investigating authority. This investigation may be conducted as a criminal investigation, but other administrative investigations may ensue, pursuant to *Policy 1020 – Personnel Complaint Procedures*. If force had been used on the prisoner at the time of their arrest, or in the Prisoner Processing Area, the investigation will be conducted pursuant to department policies governing use of force investigations.



**Chris Skinner**  
**Chief of Police**