


MELROSE POLICE DEPARTMENT		Department Manual: Policy No. 3.05
TEMPOARY HOLDING AREA		
MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: : 42.2.10, 71.1.1, 71.2.1, 71.3.1, 71.3.2, 71.3.3, 71.4.1, 71.4.2, 71.4.3, 71.5.1		GENERAL ORDER 21-12
Effective Date: July 13, 2021 Revised: REFERENCES:	Issuing Authority <i>Michael L. Lyle</i> Michael L. Lyle Chief of Police	

MELROSE POLICE DEPARTMENT

I. General Conditions and Guidelines:

This policy applies to departments that may hold a detainee, attended or unattended, in a room or area outside the cellblock, (such as an interview room) for the purpose of processing, questioning, or testing. Processing includes pre-booking activities involving detainees in custody (such as interviewing, etc.).

II. Policy:

It is the policy of the Melrose Police Department (MPD) Detainees may be held in a Temporary Holding Area, without continuous control or supervision of Department personnel, for a period **not to exceed two hours**.

III Definitions:

- A. **Temporary Holding Area**: A room, space or area, for the processing, questioning or testing of detainees where they may not be subject to continuous control or supervision of Department personnel in the same room, space or area. The time for which a detainee

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may be held under these circumstances may not exceed two hours. In rare circumstances, a detainee may be restrained to a fixed object, designed and intended only for such use, for no longer than two hours. Such areas usually include booking areas, temporary booking areas, interview rooms, processing rooms, breathalyzer rooms, and other detainee waiting areas or rooms. [71.3.2](#) and [71.5.1a](#)

IV. Procedures:

A. Designation of Temporary Holding Areas

1. One or more rooms or areas may be designated as temporary holding areas. For example, (Holding Area (outside booking room), Booking Room and Interview Room. [71.1.1](#)

B. Use of Temporary Holding Areas:

1. No person shall be detained in a temporary holding area without the prior consent of the Officer-in-Charge at MPD, an Incident Commander during unusual circumstances, Detective Supervisor if applicable). Additionally, officer(s) taking custody of the detainee held at MPD shall immediately notify the Officer-in-Charge.
2. Males, females and juveniles shall not be detained in the same area. Juveniles shall be detained in accordance with the Department policy and procedures outlined in policy, [Detainee Processing 3.03](#). [71.3.1 e](#)
3. Detainees shall be allowed reasonable access to attorneys, restrooms, drinking water, and other needs as appropriate. [42.2.10 f](#), [71.4.1](#)

C. Security and Safety:

1. Security:

The procedures outlined below are intended to prevent injuries to officers or detainees and prevent the escape of detainees. [42.2.10 b](#), [71.3.3 d](#), [71.5.1d](#)

- a. Officers shall secure their firearms in a firearm locker prior to removing a detainee from a holding cell or entering a temporary holding area where a detainee is located. That Officer-in-Charge shall document the reason, date and time, in and out, of the holding facility and if any meals were provided to the detainee during detention. [42.2.10 a](#), [71.3.1 a](#), [71.3.3 a](#), [71.5.1b](#)
- b. Detainees shall be searched for weapons and /or contraband when removed from a holding cell and prior to entering a temporary holding area. [42.2.10 b](#)

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- c. The officer taking custody of a detainee shall be responsible for the supervision and accountability for processing and searching of the detainee. Detainees should be physically observed at all times. Further, the detainee shall be under the direct control of department personnel at all times to intervene, if necessary, on the part of the Department or the detainee. **71.3.1 b, 71.5.1 a, d**
- d. Detainees may only be secured to an immovable object, such as a bar or ring, which is intended for the purpose of temporarily securing a detainee. **71.1.3 d, 71.3.2**
- e. Access to in-use temporary detention areas and detainees shall be limited to the arresting officer(s), supervisors and investigating detectives, except during emergent circumstances. **42.2.10 c, 71.3.3 c**
- f. The officer taking custody of the detainee is responsible for inspecting the detention area for weapons, contraband, or objects that could be used as weapons before placing a detainee in the temporary holding area, and immediately after removal from the detention area. The Holding Cell in the cell block area is inspected after each use and a documented inspection is conducted weekly. A supervisor will conduct a monthly inspection of the Interview Room to determine if any unsafe conditions are developing and provide a documented administrative review of the temporary area and procedures utilized at least every three years (Part of the annual building inspection). **71.4.3**
- g. The officer taking custody of a detainee is responsible for ensuring that detainees are properly restrained. At the discretion of the officer, the detainee may be secured to a stationary object specifically designed for that use. A detainee held in the holding cell in the cell block area shall be monitored as all detainees by audio/video monitoring and face to face cell check observation every thirty minutes. **71.3.1 c d, 71.3.2, 71.3.3 e, f, 71.5.1 d**
- h. The holding facilities at MPD are not equipped with a security alarm system, therefore, Officers in any other holding area may use any available means of communication to obtain emergency assistance, including but not limited to a portable radio communication to the dispatcher, portable radio alarm, telephone, cell phone or oral alarm. **42.2.10 d, 71.3.3 b, 71.5.1 c**

2. Fire/Emergency: 71.4.2

- a. Fire suppression equipment shall be located in easily accessible locations out of reach of a detainee.
- b. An emergency evacuation, fire prevention plan, and fire suppression plan shall be posted at the entrance to each temporary holding areas.

D. Training:

1. Officers will receive initial training, roll call training or in-service training at least every three years in temporary detention areas and procedures utilizing this policy and other training materials as a guideline. [71.2.1](#)