

GENERAL ORDER 72.1.1

Springfield Municipal Jail / Holding Cells

GENERAL ORDER CROSS-REFERENCE: 42.3.4

SUMMARY

Establishes procedures for the limited use of the Springfield holding cells in ISB and the temporary housing of arrestees within the Springfield Municipal Jail. The Springfield Municipal Jail Policy Manual provides operational guidance and is incorporated as part of this policy.

DISCUSSION

The Springfield Jail and the ISB holding rooms are utilized to assist in complex and prolonged investigations of arrestees. These subjects may be “temporarily held” in either the ISB holding cells or the Springfield Municipal Jail booking rooms while awaiting transport to a local correctional facility or to hold pending further investigation by officers.

Individuals taken into custody may be temporarily held in the Springfield Municipal Jail or ISB holding cells longer than 4 hours, but less than 24 hours with authorization of a bureau commander.

Individuals may be lodged in the Springfield Municipal Jail Booking room for periods exceeding 24 hours upon authorization of the Chief of Police.

POLICY

I

ORGANIZATION, MANAGEMENT AND ADMINISTRATION

The Investigation Services Division Commander is responsible for the operation of the Springfield Municipal Jail and the utilization of the ISB holding cells.

Officers who place arrestees in the ISB holding cells are responsible for the safety and security of the detained prisoner(s). Arrestees will not be left unattended at anytime while in the ISB holding cells. If the arresting officer has to leave the ISB bay then another officer must be present and made aware of the prisoner presence. Arrestees will be checked on every half hour to ensure their safety. The ISB holding cells are designed for one occupant only.

In case of fire the officer who is overseeing the custody is responsible for the safe evacuation of the prisoner to either the Springfield Municipal Jail or the safest area possible.

Before a prisoner/arrestee is placed into a holding cell they shall be searched and all property removed from their possession. Shoes and belts shall be removed before the inmate is secured inside of the cell.

II

Prisoners held more than 4 hours shall be provided regular meals. Not less than 3 meals shall be provided in any 24 hour period. No more than 14 hours shall elapse between meals except when a different dietary regimen is medically indicated.

Richard L. Lewis
Chief of Police