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SUBJECT: ADULT DETAINEES IN POLICE CUSTODY

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**SUBJECT: ADULT DETAINEES IN POLICE CUSTODY
(PLEAC 2.5, 3.1, 4.4)**

1. POLICY

- A. All arrested adults will be transported, detained, and processed in accordance with the provisions set forth in this directive. Furthermore, the department will comply with the requirements listed in Section §9112 “Mandatory Fingerprinting” of the PA Crimes Code (Title 18). (PLEAC 4.4.1)
 - 1. Transportation of arrested adults will be done by a two-person Radio Patrol Car (RPC), Emergency Patrol Wagon (EPW) or by a solo RPC followed by another RPC unit.
 - B. Officers must exercise good judgment when conducting a custodial search of a detainee of the opposite sex. Every attempt should be made to find an officer of the same sex as the detainee to conduct the search. If an officer or corrections officer of the same sex is not available, a limited pat down on the outside of the clothing may be carefully conducted with the blade or back of the hand in order to locate weapons and/or contraband.
 - C. When conducting a search, or processing the arrest of a transgender individual, personnel will refer to the guidelines set forth in Directive 4.15, “Department Interactions with Transgender Individuals.”
 - D. Male and female detainees, while in secured police custody, including the Police Detention Unit (PDU) or a Divisional Booking Center (DBC) location, will be detained in separate cells based on gender identification. For all arrests, searches, and custody issues involving Transgender Individuals, personnel will be guided by Directive 4.15, “Department Interactions with Transgender Individuals.” (PLEAC 3.1.12)
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2. CRIMINAL IDENTIFICATION PROCESSING

- A. Individuals charged with a felony, misdemeanor, or summary offense which becomes a misdemeanor on a second arrest (e.g., Retail Theft), will be processed (fingerprinted and photographed) and arraigned by the DBC, in accordance with the locations as outlined in Appendix "B" of this directive. In addition, any arrests made resulting from private criminal complaints, summons, or retail theft offenses ([PA. Crimes Code, Title 18 Section §3929](#)) will be fingerprinted upon court direction. The fingerprints shall be

forwarded to the Central Repository of the Pennsylvania State Police (PSP) within 48 hours after arrest, in accordance with [Section §9112 of the PA Crimes Code](#) (Title 18). (PLEAC 4.4.1 a,b,c)

1. Detainee processing by the DBC will be in compliance with the current DBC requirements.
2. Criteria for DBC processing:
 - a. All adult male detainees.

EXCEPTIONS: Individuals charged with Homicide or Driving Under the Influence will be processed at the Police Detention Unit (PDU). In addition, all adult diabetic detainees (whether male or female) will be transported to the Police Detention Unit (PDU) for processing. All medication will be transported with the detainee, but will remain in the control of the transporting officer.

- b. All adult female detainees, including those who fall under Bench Warrant (BW), Arrests out of Jurisdiction (AOJ), Fugitives Other Jurisdiction (FOJ), Protection Order Violations, and Arraignment rulings will be transported and processed at the Police Detention Unit (PDU).

EXCEPTION: Summary Arrests will be processed as outlined in Directive 12.10, "Issuance of Non-Traffic Summary Citations."

3. If the detainee meets all criteria for DBC processing, but needs to be transported to the Police Detention Unit (PDU), a Supervisor from the DBC will obtain prior approval from a PDU supervisor.
4. Scofflaws will be processed in accordance with Directive 3.5, "Scofflaw File."
5. Juveniles will be processed in accordance with Directive 5.5, "Juveniles in Police Custody."

B. Police Detention Unit (PDU)

1. All persons sent to the PDU for processing will be accompanied by all necessary reports/paperwork (i.e., PARS, Detainee Medical Checklist, Prisoner Flow Chart).
2. In cases where the arrested adult is held in custody after the preliminary arraignment, the commitment, medical checklist, and any warrants or detainers will be forwarded with the detainee. Any short orders prepared by the arraignment court magistrate will also be sent with the detainee.

- C. To determine the identification of individuals under arrest for an offense in which processing is not normally required (i.e., Summary Offenses), their fingerprints will be submitted to Booking Center Headquarters. The Suspect ID memorandum will be faxed to Booking Center Headquarters (Records and Identification Unit) at 215-XXX-XXXX. A copy of the [Suspect ID memorandum](#) (found at the end of this directive) will be included.

NOTE: The Suspect Identification Memo must be approved and signed by a supervisor. The approved Suspect Identification Memo will be faxed to Booking Center Headquarters. The Records and Identification Unit's Fingerprint Section will assign a Suspect Event Number (SUS#). This number will be used by the officer when fingerprinting the suspect.

- D. Persons arrested on Traffic Warrants will not be fingerprinted or photographed unless there are additional charges that warrant such processing.
- E. PDU and DBC personnel will ensure they follow the Commonwealth's Photo Imaging Network (CPIN) guidelines whenever photographing detainees for scars, marks, or tattoos (refer to [Illustration 1](#) at the end of this directive).
1. The accurate recording of Scars, Marks, and Tattoos (SMTs) in CPIN is vital for identification purposes. CPIN is a photographic record and **ONLY** scars, marks or tattoos that are in appropriate, already visible areas, will be photographed and entered in CPIN.
 - a. Acceptable areas include the head, face, neck, arms, and hands. The legs and back are acceptable whenever they are exposed without removing normal indoor clothing. Photographing the breast, buttocks and genital areas of detainees is strictly prohibited.

NOTE: SMTs that are not visible and photographed should not be entered into CPIN but should be entered in LiveScan whenever hand and fingerprints are taken.

E. Release of Detainee

1. Positive identification of a detainee will be verified before any detainee is released from a secure holding facility. Positive identification will be confirmed by utilizing one of the following methods: (PLEAC 3.1.15)
 - a. LiveScan fingerprint identification, and/or
 - b. Verifiable identification (Unexpired Driver's License, U.S. Passport, ID Bracelet etc.)

3. TRANSPORTATION OF DETAINEES

A. The following procedures will be followed by officers transporting detainees to ensure officer/detainee safety and to prevent escape.

1. After an arrest, the detainee will be carefully searched by the arresting officer and all subsequent transporting/relieving officers. The arresting officer will prepare a [Prisoner Flow Chart \(75-582\)](#) which will capture all biographical information (name, date of birth, etc.) and arrest information (DC#, Charge(s) etc.). This form must follow the detainee through their processing phase. Any change of custody and required searches will be documented on the flow chart. During the detainee intake procedure, the arresting officer or cell room personnel will ensure the property inventory and disposition are noted by listing the Property Bag number on the Prisoner Flow Chart. Officers will ensure this document is filled out in its entirety and must include entries for the below items. (PLEAC 3.1.11 a,b,c)
 - a. Weapons secured section.
 - b. Detainee, Vehicle, and Cell searches.
 - c. Restraints.
 - d. Security risks (Assaultive, attempted escape, etc.) and notifications, to subsequent personnel, if applicable.
 - e. Bedding issued to detainees, if applicable (only if detainees requests it after eight (8) hours in custody).
 - f. Physically Disabled Detainee and the use of the PDAV van, if applicable.

NOTE: If the detainee is transported to any outside correctional institution (CFCF, Montgomery County, etc.) the Prisoner Flow Chart will remain with the last detaining DBC or unit for record retention.

2. When transporting detainees and passengers, officers will ensure that, if the police vehicle is equipped with a dash cam, the interior camera is recording to capture the rear compartment until the transportation is complete.
3. Only Police Radio Patrol Cars or Emergency Patrol Wagons (EPWs) with functioning seat belt systems will be used to transport detainees. Detainees will be transported wearing a seat belt.

NOTE: Emergency Patrol Wagons (EPWs) without a functioning seat belt system shall not be used to transport any detainees. Grab Straps alone are **NOT CONSIDERED** a functioning seat belt system. EPWs without a functioning seat belt system may continue to be used as a patrol vehicle, but supervisors shall ensure no detainees are transported in these vehicles.

4. Any vehicle used for detainee transport (EPW, RPC, PDU/DBC detainee transport vans) will be thoroughly searched for weapons, contraband, and/or implements to facilitate escape prior to the start of each shift. This check will be notated on the first line of the Patrol Log. (PLEAC 2.5.2)
5. Police Radio will be notified prior to police transporting any detainees. When transporting detainees, officers will request a time check and provide Police Radio with the starting mileage and upon arrival, officers will again request a time check and provide Police Radio with the ending mileage. Police Radio will be notified of any stops along the route when a detainee is being transported.

NOTE: The maximum speed when transporting a prisoner will be ten (10) miles under the posted speed limit.

6. Persons suffering from a serious penetrating wound, such as a gunshot, stab wound or similar injuries of the head, neck, chest, abdomen and or groin shall be transported to the nearest accredited trauma center consistent with Directive 3.14, "Hospital Cases." An EPW without a functioning seat belt system, **May Be Used** to transport the victim when the imminent risk of death outweighs the potential risk of harm to the victim during transportation.
7. Before removing any detainee from the location of arrest or any district/unit, all detainees will be thoroughly searched by the transporting officer or an officer of the same sex in the presence of the transporting officer, regardless of any previous searches made. The officer conducting the search and transport will document this process on the [Prisoner Flow Chart](#) in the "Transportation" section. Personnel will ensure a search of any detainee is conducted and documented on the Prisoner Flow Chart. This will be conducted before and after transportation to any destination. (PLEAC 2.5.1)
8. Female detainees will be transported separately from male detainees, unless exigent circumstances exist which necessitate such arrangements (i.e., riotous situations). Juvenile detainees will always be transported separately from adult detainees.
9. Persons in custody who are suspected of putting in their mouth, swallowing or attempting to swallow any substance or item suspected of causing physical harm, injury or death, will be immediately transported to the nearest hospital and the patrol supervisor where the holding cell is located will be notified.
10. The use of neck restraints (choke holds and "sleeper holds") are prohibited. This will include any incident where an individual attempts to ingest narcotics or other evidence. Under these circumstances, they will be transported to the nearest hospital. (PLEAC 1.3.10 f)

NOTE: Normal reporting procedures will be followed when any prohibited items are found and recovered during these searches.

- B. Arrest paperwork accompanying the detainee will be examined by the transporting officer. This paperwork will consist of a copy of the Complaint or Incident Report (75-48), Biographical Information Report (75-229), Prisoner Flow Chart, Medical Checklist, and a copy of the PARS Transcript (if applicable). If the PARS system was inoperable, a notation will be made on the 75-48.
1. The Operations Room Supervisor (ORS) will conduct reviews of the Prisoner Flow Charts during their hourly checks of the cellblock. The review will consist of checks for completeness and legibility. If specific information is missing from the document, the ORS will instruct personnel to fill in the necessary information. Upon review the ORS will sign (name and badge number) the Prisoner Flow Chart to verify compliance. These reviews will be documented on the daily Sending and Receiving report (S&R).
- C. "Bring Downs" Court Order of Pre-Trial Detainees
1. A court order must be obtained whenever a pre-trial suspect, detained in a prison facility, is to be removed to a police facility for interrogation or any other investigatory purpose.
- D. After completing the search, the officers transporting the detainee(s) to the PDU or Divisional Booking Center (DBC) will handcuff the detainee(s) before removing them from the place of confinement. Detainee(s) are to remain handcuffed until delivered into the custody of the PDU Supervisor or DBC staff.
- E. When personnel place a handcuffed detainee in the rear seat of a caged Radio Patrol Car (RPC) or similar police sedan, the detainee shall be seated on the passenger side of the vehicle and seat belted in by the arrested/transporting officer, pursuant to state law. All occupants shall be seat belted to minimize injury during an accident. The driver and front passenger of a police vehicle shall always be aware of the occupants in the rear seat.
- NOTE:** Personnel are reminded that detainees must be handcuffed behind their backs, palms out. Handcuffs will always be double-locked.
- F. Handcuffs will be used for all detainees in transport. Refer to Directive 10.5, "Detainee Constraints: Handcuffs, Flex Cuffs and Leg Restraints."
1. Officers will always remain alert for an attempted escape when a suspect is in custody. Officers should continuously monitor an arrestee during transportation, while at hospitals for medical treatment, or while the arrestee is being detained in a vehicle or temporary holding facility.

NOTE: Handcuffing is meant to be a temporary restraint, and is not escape-proof.

- G. Upon arriving at the PDU, via the underground ramp (located at the corner of North 15th street,) a Headquarters security officer will raise the security gate and direct transporting officers down the ramp. Transporting officers will enter through the leftmost bay door. The driver of the transportation vehicle (i.e., RPC, EPW, PDAV) will press the intercom button for admittance. Once a bay door is opened, the vehicle will be driven forward into the bay, the engine will be turned off and the bay door closed. All weapons will be secured before the detainee(s) are loaded or unloaded.

NOTE: At **NO** time, under any circumstance, will an adult detainee be brought into the Philadelphia Public Services Building (PPSB) through any other means. This includes the employee entrance on North 15th Street as well as the main entrance on 400 North Broad Street.

1. In the event that all bays are being used, or the number of detainees inside the Detention Unit is such that any more could create a risk to detainee security, transportation vehicle personnel will be instructed, via the speaker on the intercom, to park their vehicle in a designated space in the sally port, and stand by with their detainees until they receive further instructions from PDU personnel to enter and unload.
- H. Any detainee brought into the PDU with an apparent recent injury, or otherwise in need of medical treatment, must be accompanied by a separate Complaint or Incident Report (75-48) showing that the detainee was treated at a hospital. Hospital treatment and release forms will accompany the paperwork.
1. In the absence of a 75-48, transportation vehicle personnel will be directed to transport the detainee to the nearest hospital.
- I. When detainees are picked up from the Police Detention Unit, they will always be handcuffed and then searched before placing them in the transportation vehicle.
1. Every attempt should be made to find an officer of the same sex as the detainee to conduct the search. If an officer or corrections officer of the same sex is not available, a limited pat down on the outside of the clothing may be carefully conducted with the blade or back of the hand in order to locate weapons and/or contraband.
- J. Upon delivering the detainee(s) to an outside agency or facility (RCF, CFCF, other jurisdiction facility, etc.), the transporting officer(s) will:
1. Document, on the patrol log, the names of the detainees, what facility they are being transported/transferred to, and any special handling instructions (Security Risks, etc.) that are documented on the Prisoner Flow Chart. (PLEAC 2.5.3 d) (PLEAC 2.5.5)
 2. Secure all weapons in the lockboxes provided by the receiving agency, and document this on the Patrol Log. (PLEAC 2.5.3 a)

3. Remove restraints only when the detainee is under the control of the correctional officer(s). This will be documented on the Patrol Log. (PLEAC 2.5.3 b)
4. Ensure appropriate paperwork (detainer/commitment, MC Transcript, Detainee Medical Checklist, etc.) is provided to the receiving correctional/in-take officer. Also, inform the receiving correctional officer of any medical concerns by providing necessary documentation (Detainee Medical Checklist, hospital case, the pink copy of 75-48), and security concerns (high profile arrest, escape attempts) of the detainee(s) being delivered. A notation will be made on the Patrol Log indicating detainee's name, concern, and the name of Correctional personnel notified. (PLEAC 2.5.3 c,e)

NOTE: The transfer of the detainee to the detention facility will be electronically documented through the Preliminary Arraignment Reporting System (PARS).

5. Document the name of the personnel taking custody of the detainee.

K. Transporting Prisoners to the District Attorney's Office (DAO)

1. The transportation of a prisoner to the DAO will only be done utilizing a vehicle. Under **no** circumstances will prisoners be walked from the Criminal Justice Center (CJC) to the DAO. The following procedures will be followed:
 - a. All PPD officers transporting a prisoner to the DAO will notify the DAO front desk by calling 215-~~XXX-XXXX~~.
 - b. The DAO front desk will make all necessary notifications to the assigned DAO Supervisor who will arrange an escort to meet the transporting unit.
 - c. The DAO Supervisor will direct the transporting unit into the underground parking garage beneath the Widener Building (3 South Penn Square) and proceed to the parking spot next to the 2nd level freight elevator loading zone.
 - d. DAO personnel will escort the transporting unit and prisoner to their destination via the freight elevator.
2. At **no** time is a prisoner to be transported into or out of the DAO via the lobby elevator utilized by the general public and/or non-sworn DAO personnel.
 - a. In the event that the freight elevator is mechanical, arrangements will be made by the DAO Unit Supervisor for the safe transportation of the prisoner to the designated floor.
3. All PPD policies and directives regarding the safe transportation of prisoners will be adhered to.

4. The same procedures will be followed when transporting a prisoner from the DAO to another location.
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4. ESCAPED DETAINEES DURING TRANSPORTATION

- A. In the event of an escape of a detainee(s) during transport, the transporting officer(s) will:
 1. Immediately notify Police Radio and a patrol supervisor from the district of occurrence with all particulars (i.e., location of escape, description of escapee, direction of any foot pursuit or last known direction of the escapee).
 2. Ensure any additional detainees are secured. (PLEAC 2.5.4 c)
 3. Request a patrol supervisor from the district of occurrence to respond to the location.
 4. Establish a crime scene of the transporting vehicle and immediate area. Procedures listed in Directive 4.1, "Responsibilities at Crime Scenes" will be followed.
 5. Prepare a Complaint or Incident Report (75-48) with a DC# for the location of the escape. The (75-48) will be coded 90Z "Escaped Prisoner (Adult)" or 90Z for an "Escaped Prisoner (Juvenile)."
 6. The PremierOne Records Management System (PIRMS) Case Report (prepared by the assigned investigator) will be updated listing the new criminal charges for any escaped detainee. (PLEAC 2.5.4 b)
- B. Additional Notifications by department personnel
 1. All divisional radio bands will contact 'J' band with all information related to the escape.
 2. The transporting officer will notify the appropriate divisional detective unit of occurrence.
 3. Police Radio will notify all applicable local, state, and federal agencies.
 4. The assigned investigator will notify the District or law enforcement agency where the victim lives/works, and in personal injury crimes, notify the victim of the suspect's escape from custody. These notifications will be documented in the PIRMS Case Report. (PLEAC 2.5.4 a) (PLEAC 4.5.1 f)
 5. The assigned investigator will notify the district or pertinent law enforcement agency where the escapee lives/works. (PLEAC 2.5.4.a)

NOTE: All notifications will be documented in the P1RMS Case Report.

6. The assigned investigator will update all pertinent agencies as new information becomes available.
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5. INVESTIGATION OF PAROLE/PROBATION VIOLATORS AND WANTED PERSONS

A. The ORS will:

1. Contact the Divisional Detectives Unit supervisor and request that an investigator be assigned.
2. Ensure that the arrest packet includes the following:
 - a. Complainant or Incident Report (75-48)
 - b. Vehicle or Pedestrian Investigation Report (75-48A)
 - c. Biographical Information Report (75-229)
 - d. Detainee's Medical Checklist (75-605)
 - e. Prisoner Flow Chart (75-582)
 - f. PCIC/NCIC printout (warrant verification)
 - g. Suspect Identification Memorandum.
3. Ensure that the detainee is properly processed by the Divisional Booking Center (DBC).
4. Ensure transportation of the detainee to the prison facility after processing and investigation has been completed.
5. Ensure warrant detainer/commitment and medical checklist accompany the detainee to the prison facility.

B. The assigned Detective Division Investigator will:

1. Verify that all necessary arrest paperwork has been received.
2. Conduct a complete investigation including an NCIC/PCIC check and verification of the warrant with the originating authority (ORI).
3. Prepare and submit a PremierOne Records Management System (P1RMS) Case Report with the correct Philadelphia Incident Classification Listing Code.
4. The assigned investigator will create a PARS report.

C. Commanding Officer, Divisional Detective Division will:

DIRECTIVE 7.8 - 10

1. Ensure that the investigation/arrest information is documented on the PIRMS S&R.
2. Ensure that a detective is assigned to investigate the arrest.
3. Review all reports for accuracy and completeness.

D. Divisional Booking Center (DBC) personnel will:

1. Fingerprint and photograph the detainee.

NOTE: DBC Personnel will ensure that they verify all PARS arrest information is associated with the correct detainee. DBC personnel should use; CBN #, DC#, Name, and PID as verification.

2. Make a notation on the PARS report whenever there is a discrepancy between the name given by the detainee and the name on file in the identification unit. (This workflow is evaluated for accuracy).

E. Records and Identification, Criminal Records Section Supervisor will:

1. Prepare and/or update the criminal history file.
2. Follow standard procedures in creating or updating the Police Department Criminal History file (PDCH).
3. Immediately notify the assigned detective when the detainee is wanted for any other offense found during the Criminal Records check.

RELATED PROCEDURES:

Directive 3.5,	Scofflaw File
Directive 4.1,	Responsibilities at Crime Scenes
Directive 4.15,	Departments Interaction with Transgender Individuals
Directive 5.4,	Extraordinary Occurrences in Cell Blocks
Directive 5.5,	Juveniles in Police Custody
Directive 5.6,	Intoxicated Persons in Police Custody
Directive 5.17,	Wanted Persons
Directive 5.23,	Interviews and Interrogations – Rights of Individuals and Duties of Law Enforcement
Directive 7.4,	Requisitioning of Supplies and Materials
Directive 7.20,	Deaf and Hard of Hearing Individuals – Providing Effective Communication
Directive 8.3,	Demonstrations, Labor Disputes, and Civil Disturbances
Directive 9.1,	Maintenance/Repair of Police Buildings and Equipment and Decontamination of Police Personnel Vehicles
Directive 10.5,	Prisoner Constraints: Handcuffs, Flex Cuffs and Leg Restraints

Directive 12.10, Issuance of Non-Traffic Summary Citations
Directive 12.15, Property Taken into Custody

BY COMMAND OF THE POLICE COMMISSIONER

PLEAC - Conforms to the standards according to the Pennsylvania Law Enforcement Accreditation Commission

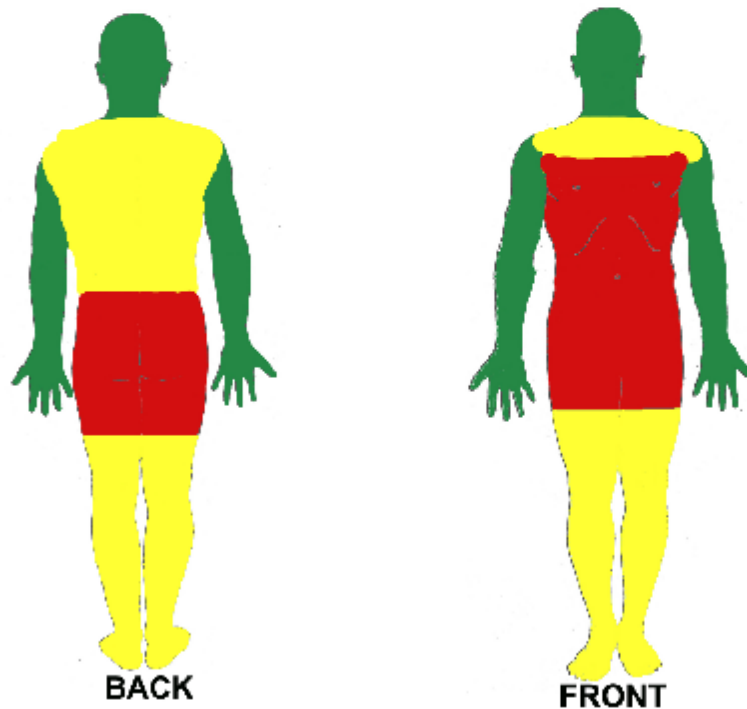
CPIN Illustration 1

CPIN Guidelines for taking images Scars, Marks, and Tattoos

The recording of accurate information in the SMT (Scar Mark Tattoo) Field could help solve a crime or murder in the future. However, CPIN is a photographic record and only scars, marks, or tattoos that are in appropriate areas that can be photographed should be entered and images taken. The following pictures demonstrate the areas acceptable to photograph.

Green area	The head, face, neck, arms, and hands are acceptable areas.
Yellow area	The legs and back are acceptable when they are exposed without removing normal indoor clothing.
Red area	The breast, buttocks, and genital areas are never to be photographed

Note: SMTs that are not photographed should not be entered in CPIN but should be entered in livescan when hand and fingerprints are taken.



The Pennsylvania Chiefs of Police Association reminds you that professionalism is part of your job



APPENDIX "A"

Issued Date: 05-05-25	Effective Date: 05-05-25	Updated Date:
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SUBJECT: COMMUNICATIONS BY PERSONS IN CUSTODY

1. POLICY

- A. All persons in police custody will be given an opportunity to make a telephone call shortly after their arrival at any police installation to notify family, friends or consult with an attorney.
 - B. Refusal to make a telephone call or failure to contact other persons will not impede the processing of persons in custody.
 - C. Security will be maintained at all times while persons in custody are making telephone calls.
 - D. The use of cell phones will not be permitted while in police custody.
-

2. PERSONS IN CUSTODY WITH LIMITED COMMUNICATION

- A. Whenever persons in custody have a limited English Proficiency (LEP) and in need of a translator, personnel will contact the Operations Desk of Police Radio at 215-XXX-XXXX.
 - B. Whenever persons in custody are deaf or hard of hearing, personnel will be guided by Directive 7.20, "Deaf and Hard of Hearing Individuals – Providing Effective Communication."
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3. INCAPACITATED PERSONS IN CUSTODY

- A. Notifications
 - 1. Whenever an individual in police custody is incapable of making a phone call due to an injury or their mental state, the **assigned investigator** or, if no investigator is assigned, the **Operations Room Supervisor** will attempt, using the information and resources available, to notify the person's relatives of their location and charges.
- B. Out-of-Town Notifications

1. If it is necessary to contact another jurisdiction requesting notification of relatives, the district of occurrence will send the notification directly via PS Portal (PCIC/CLEAN/NCIC system. (See PCIC manual, pages 6.2 to 6.5).

C. Documentation

1. Whenever a relative is notified, the name and address of the person notified, their relationship to the person in custody, and the date and time of notification will be entered on the Sending and Receiving Report (S&R), Prisoner Log (75-297), and the notes section of the P1RMS Case Report, if applicable. **This includes all attempts.**

BY COMMAND OF THE POLICE COMMISSIONER



APPENDIX "B"

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SUBJECT: ADULT FIELD DETAINEE PROCESSING DIVISIONAL BOOKING CENTER (DBC) LOCATION

1. ARRESTING DISTRICT/UNIT AND SPECIAL CIRCUMSTANCES PROCESSING LOCATIONS

1st, 3rd, 17th	1st District
9th, 22nd	9th District
24th, 25th, 26th, SVU	25th District
5th, 14th, 35th, 39th	35th District
2nd, 7th, 8th, 15th, IAB	15th District
12th, 16th, 18th, 19th	18th District
CWV, NFU, NSF Major Crimes, AID, Homicide	PDU
Diabetic, Transgender, Wheelchair users, and DUI	PDU

NOTE: In the event the DBC is malfunctioning and inoperable, the ORS of the DBC will notify Booking Center Headquarters who will make notifications to the appropriate supervisor for approval to relocate any detainees. If approved, the Booking Center Headquarters will notify the ORS of the DBC where to relocate or divert any detainees. The ORS will then send a city-wide message that they are temporarily closed and identify where the detainees should be transported. Upon reopening, the ORS will send a city-wide message to notify personnel.

A. Whenever there is a need for repairs of any equipment used for detainee processing, Booking Center Headquarters will be notified by phone at (215) XXX-XXXX.

NOTE: You must indicate the location and apparent malfunction of the equipment that is in need of repair. This includes, but is not limited to, photo imaging, Live Scan fingerprinting, bring down telephones, and video arraignment equipment used by the courts and pre-trial services.

- B. PARS “equipment only” malfunctions are handled by the Help Desk at the Office of Information Technology (OIT) and can be reached at (215) XXX-XXXX. Personnel can also submit an IT incident by selecting the “PPD IT Help Desk” icon on the computer desktop.

NOTE: For help with software problems in PARS, including arrest and questions related to detainee processing, contact Booking Center Headquarters.

C. Mass Arrest Processing Locations

1. The Philadelphia Police Department defines Mass Arrests as any incident which results in eight (8) or more detainees taken into police custody. When a Mass Arrest situation occurs, police personnel will transport all adult male and female detainees to the Police Detention Unit (PDU). Any juvenile arrests will be transported to the appropriate divisional juvenile processing location. All Mass Arrests at Demonstrations and Labor Disputes are covered in Directive 8.3, “Demonstrations, Labor Disputes and Civil Disturbances.” (PLEAC 2.2.3)

BY COMMAND OF THE POLICE COMMISSIONER



APPENDIX "C"

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SUBJECT: TEMPORARY HOLDING AREAS

1. POLICY

- A. Temporary holding areas are locations within Department facilities where persons who are in custody are placed for a short period of time while being questioned, interviewed, tested (e.g., DNA, Breathalyzer) or processed. Any individual being detained for any other reason shall be placed in a cell.

- B. Police personnel will ensure that any detained juvenile will be held in the appropriate juvenile detention area. They must be sight and sound separate from any adult detainee, in accordance with the procedures outlined in Directive 5.5, "Juveniles in Police Custody." (PLEAC 3.2.1d)

- C. Only designated, authorized areas may be used as temporary holding areas. These authorized temporary holding areas will be designated by signs that say "Authorized Temporary Holding Area." The following areas within the Department are authorized for such use: (PLEAC 3.2.1 b)
 - 1. The common area or processing area within the cell block.
 - 2. Interview/interrogation rooms when the suspect has been arrested and is in custody within such rooms.
 - 3. Seating/processing area outside the Divisional Booking Center (DBC) locations.
 - 4. Processing area within the DBC/PDU.
 - 5. Juvenile rooms in each district.
 - 6. Any additional area to be used must be authorized by a district/unit Supervisor and documented on the Sending and Receiving Report (S&R).

NOTE: In situations where the person is in custody and in an interview/interrogation room or any other room being used for a custodial interrogation, the procedures in Directive 5.23, "Interviews and Interrogations - Rights of Individuals and Duties of Law Enforcement" will be followed.

- D. Detainees held in a temporary holding area shall have access to the restroom facility and drinking water upon request. The following procedures shall apply: (PLEAC 3.2.2)
1. Prior to detainees using the restroom facilities, the monitoring officer shall remove from the restroom any obvious items that may be used as a weapon.
 2. Circumstances may require a same-sex officer to accompany the detainee into the restroom if safety cannot be reasonably guaranteed.
 3. The monitoring officer will remain directly outside the restroom until the detainee has used the facility.
 4. The monitoring officer will ensure the restroom is searched after use for any weapons or contraband that may have been discarded.
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2. DEFINITIONS

- A. **Cell Block Attendant** - For the purposes of this directive, PPD personnel assigned to any Divisional Booking Center or any district/unit with holding cells.
- B. **Correctional Officer** - a Police Correctional Officer (PCO) assigned to the Police Detention Unit (PDU).
- C. **ORS** - Operations Room Supervisor.
- D. **Weapons** - Firearms, Electronic Control Weapons (ECW), OC Spray, Knives, and impact weapons (asps and batons).
- E. **Temporary Holding Area** - Any location controlled by the department that is used for a brief period of time to process and/or question a person in custody, control or care of the law enforcement agency.
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3. PROCEDURES

- A. Detainee Monitoring
1. The officer who places a detainee into a temporary holding area has the responsibility to physically attend to the detainee until the detainee is turned over to another responsible officer, placed in a cell, or is released. Unsecured persons who are in custody shall not be left unattended at any time within a department facility, unless secured to an immovable object, designed for that purpose and not to exceed ten (10) minutes. (PLEAC 3.2.5 g)

NOTE: At no time will non-sworn personnel supervise a detainee in a temporary holding area, except when done by a Police Correctional Officer (PCO) in the Police Detention Unit (PDU).

2. At the start of each shift, the ORS or Unit Supervisor shall account for any detainees in the temporary holding area and ensure that there is an entry in the detainee log for each detainee. (PLEAC 3.2.1 a)
3. The ORS or Unit Supervisor will be responsible for the supervision, welfare, and security of detainees in the Temporary Holding Area. (PLEAC 3.2.1 a)
4. A detainee may be secured to the bench post or handcuff bar in the common area of the cell block or processing area, if the bench or handcuff bar was designed and manufactured for this purpose. However, its use will be limited to no longer than two (2) hours. (PLEAC 3.2.3) Detainees shall not be secured to any immovable object in any other temporary holding area. (PLEAC 3.2.1 c)
5. A detainee who is secured to an immovable object, designed for that purpose, in the temporary holding area may be left unsupervised for a period not to exceed ten (10) minutes. (PLEAC 3.2.5 h)
6. Detainees should never be secured to any movable object, unless exigent circumstances exist to necessitate such security.

NOTE: If the detainee has been secured to the above noted objects, personnel will document this on the [Prisoner Flow Chart](#) in the “Remarks” section.

B. Weapons Control (PLEAC 3.2.5 a)

1. No weapons, including, but not limited to firearms, ECWs, knives, and impact weapons are permitted in the Cell Rooms/Temporary Holding Areas at any time. Officers shall secure these items prior to entry into the Cell Rooms/Temporary Holding Areas. The mere removal of the magazine from a firearm does not comply with this requirement.
2. When an emergency situation exists and the time taken to secure a weapon would cause a delay in providing assistance, officers may bring a weapon into the temporary holding area.
3. Officers in the temporary holding area shall be equipped with a portable radio. The portable radio is equipped with a panic/duress alarm, which can be activated in an emergency and used to summon assistance. (PLEAC 3.2.5 b)

C. Access (PLEAC 3.2.5 c)

1. The temporary holding area is a restricted area. Access to an occupied temporary holding area will only be granted to sworn personnel (this will include Police Correctional Officers) directly involved in the arrest/investigation. This is to ensure the rights of the detainee are not violated, ongoing interviews or investigations are not interrupted, and procedures required by law are not delayed.
2. If an emergency situation exists that requires the removal of a prisoner/detainee from a Cell/Temporary Holding Area, a supervisor will conduct or oversee the removal. Police Radio will be made aware of the location of the emergency and how to access that area. That information will be relayed to all responding units. Personnel will also meet the responding units to guide them to the proper location. If the situation requires non-sworn personnel to respond, they will be escorted to the Cell/Temporary Holding area by sworn personnel. Personnel will ensure a supervisor is made aware anytime non-sworn personnel enter a DBC, PDU or Temporary Holding Area. Supervisors will ensure that it is documented on the daily S&R.
3. Non-sworn personnel (Exception: Police Correctional Officers) will not enter the temporary holding area while a detainee is being processed unless they are directly involved in the arrest/investigation, or are providing other necessary support services.

NOTE: All civilian personnel (i.e., district/unit janitorial employees, etc.,) must be accompanied by sworn personnel while in any temporary holding or holding area.

D. Escape Prevention (PLEAC 3.2.5 d)

1. To minimize the potential escape of any detainees while in a Cell Block/ Temporary Holding Area, or in transport, officers will comply with the following procedures:
 - a. All detainees must be searched for weapons and/or contraband that may assist in an escape.
 - b. Cells and Temporary Holding Areas must be searched prior to use for weapons and/or contraband that may assist in an escape.
 - c. When possible, it is recommended that detainees remain handcuffed in a Temporary Holding Area.
 - d. Whenever possible, multiple officers should be used for testing, interviewing, and processing of detainees.
 - e. Whenever possible, all detainees transported to Police Headquarters will enter the facility through the detention area garage. All detainees transported to the DBC's will enter and exit through the designated points.

- f. All movement of detainees within any Police facility will be under escort of at least two (2) officers.
- g. Whenever available, movement of detainees within the Police facility will be monitored on the video surveillance equipment by Police Personnel.

E. Search of Detainee (PLEAC 3.2.5 e)

- 1. All detainees to be placed in a temporary holding area shall be thoroughly searched regardless of any prior searches that occurred in the field. Every attempt should be made to find an officer of the same sex as the detainee to conduct the search. An inventory search of the detainee shall also be completed at the time of intake.
- 2. The search should be conducted in a safe and discreet manner. For transgender detainees, refer to Directive 4.15, "Department Interactions with Transgender Individuals."
- 3. Special attention shall be made to search areas where items could be hidden such as jacket linings, hidden pockets, hats, belts, footwear, clothing seams, pant waistbands, and cuffs. The searching officer shall remove all personal property and itemize the property on the Detainee Intake Form and Prisoner Property Bag. All sections of the forms shall be completed.
- 4. Special care shall be taken to ensure that no detainee is placed in a temporary holding area while in possession of any item which may be used to harm themselves, or others, or used for escape purposes.

F. Security Inspection (PLEAC 3.2.5 f)

- 1. Prior to placing a detainee in a temporary holding area, the officer shall conduct a security check of the room for damage, weapons, contraband, or other unauthorized material. The room shall also be checked when it becomes unoccupied. These security checks will be documented on the Prisoner Flow Chart in the "Processing" Section.
- 2. Any damage or contraband observed/found in the Temporary Holding Area shall be immediately reported to the ORS and documented on the S&R. All reports documenting damage and/or contraband will be forwarded to the District/Unit Commanding Officer. Refer to Directive 9.1, "Maintenance/Repair of Police Buildings and Equipment and Decontamination of Police Personnel and Vehicles" if needed.

G. Fire Prevention Plan (PLEAC 3.2.4)

- 1. Smoking will not be permitted in a Temporary Holding Area.

2. Fire Evacuation Procedures.

- a. The emergency evacuation plan shall be posted in the temporary holding area, showing a designated emergency exit directing evacuation of persons to hazard-free areas. (Refer to Appendix “D”)
- b. Upon discovery of a fire, officers will immediately notify Police Radio by phone, radio, sounding the manual fire alarm, or by calling 9-1-1.
- c. In the event of a fire or fire alarm, Police Radio will immediately notify the Philadelphia Fire Department to dispatch the appropriate fire response, in accordance with established 9-1-1 procedures.

NOTE: Safety of all personnel and detainees, as well as prompt notification to Police Radio and the Philadelphia Fire Department, are of paramount importance.

- d. Officers may attempt to extinguish the fire if it is controllable, using the provided fire suppression equipment.
- e. Detainees will be evacuated through the closest exit door to the designated area depending on the circumstances of the fire or emergency.
- f. When detainees have been evacuated, the ORS, or designee, will check for injuries, and if necessary, make arrangements for treatment or transport of the detainees to a medical facility.

NOTE: All personnel who may have responsibilities for detainees in a Temporary Holding Area must receive initial training regarding the requirements of this Appendix. Re-training on these policies will be conducted every three (3) years. (PLEAC 3.2.6)

BY COMMAND OF THE POLICE COMMISSIONER



APPENDIX "D"

Issued Date: 05-05-25	Effective Date: 05-05-25	Updated Date:
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SUBJECT: DETAINEE SAFETY

1. POLICY

- A. Police personnel are responsible for the custodial care of detainees and will take all necessary precautions to ensure that detainees do not inflict harm upon themselves or others.
 - B. The procedures located herein will be followed to ensure the safety of police department personnel and detainees.
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2. PROCEDURES

- A. No weapons, including but not limited to firearms, ECWs, knives, and impact weapons are permitted in the holding area at any time. Officers shall secure these items prior to entry into the cell room and or holding area. Lockboxes are provided in the garages, work areas, and operations room outside the cell room area. Securing of weapons will be documented on the [Prisoner Flow Chart](#). Officers from other agencies shall also secure their firearms, ECWs, knives, and impact weapons prior to entry. Weapons will only be allowed in the cell room/holding area in emergency situations where cell room personnel require immediate assistance (e.g., Assist Officer), or an evacuation of the cell room due to a fire or other calamity. In the event that a security box is defective or inoperable, the Commanding Officer will prepare a memorandum to Public Property for replacement or repair. (PLEAC 3.1.5)
- B. Officer and Detainee safety requires that all cell areas will be, at minimum, audibly monitored continuously while in use. This will allow for immediate response in the event that a detainee is in distress or requires attention. Personnel will ensure a portable radio is available for emergency situations. (PLEAC 3.1.8)
- C. All detainees, including intoxicated persons, will be given a quick medical evaluation upon their arrest. If a detainee needs immediate medical attention, they will be transported to the nearest hospital for treatment. The Detainee's Medical Checklist shall be completed by the arresting officer(s) for each detainee at the time of arrest. Personnel with the district/unit housing the detainee will ensure all sections of the Medical Checklist have been completed.

- a. **For arrests that involve persons suspected to be DUI (alcohol or controlled substances), personnel will highlight the “Charge” box on the Prisoner Flow Chart so that the appropriate processing can take place.** The procedure outlined in Directive 5.6, “Intoxicated Persons in Police Custody” will be followed. Personnel will document this in the Prisoner Log Book. (PLEAC 3.1.13)
- D. Those detainees who are violent, self-destructive or under the influence of drugs or alcohol will be placed in the designated special observation cell and observed at intervals not to exceed ten (10) minutes. (Refer to Appendix “F”), (PLEAC 3.1.13)
- E. Detainees who are in need of immediate medical care will be transported to the nearest hospital for treatment. A first aid kit for temporary treatment of minor injuries shall be maintained in the cell area. A weekly visual inspection of the first aid kit, including replenishing any supplies, will be conducted by the Sergeant on the day-work tour of duty every Sunday and documented on the Sending and Receiving Report (S&R). This kit is only to be used for minor injuries, such as scrapes, and only for temporary treatment until medical attention can be provided. (PLEAC 3.1.18)
- F. Only authorized police personnel are permitted to enter the cellblock area in the PDU or DBC. The only exception to this policy will be interviews between detainees and their attorneys. These interviews will be conducted in accordance with the procedures outlined in this directive and Directive 5.23, “Interviews and Interrogations, Rights of Individuals and Duties of Law Enforcement.”
- G. Whenever any maintenance work is performed in any holding cell area, the ORS will ensure that it is documented on the Sending and Receiving Report (S&R) and include the name of person(s) performing the work, the department or company they work for (including an employee number if possible), and the type of work that is being done. The ORS will assign personnel to remain in the immediate area to ensure all tools and equipment are accounted for, and removed at the conclusion of the work. The ORS will also ensure that a notation is made in the Detainee Log Book referencing the work. (PLEAC 3.1.7)
- H. All District/Unit Commanding Officers that utilize detainee detention cells will be responsible to ensure an emergency evacuation plan, with an observable exit diagram from the cell area, are prominently posted which designates emergency exit routes and directs the evacuation of persons to a hazard-free area. (PLEAC 3.1.4)
- I. Under no circumstances will any electronic surveillance or recording equipment ever be directed into the toilet area of the detainee holding cell. (PLEAC 3.1.22)

- J. All cell room areas will be equipped with an automatic fire alarm detection system for heat and smoke, firefighting equipment approved by the Philadelphia Fire Department (fire extinguishers and/or sprinkler systems), and a written plan prescribing fire prevention practices and procedures to include:
1. A daily visual inspection of this equipment which will be conducted by the ORS, and documented on the Sending and Receiving Report (S&R). (PLEAC 3.1.3 a)
 2. A weekly visual inspection of this equipment which will be conducted by the Sergeant on the day-work tour of duty every Sunday. This check will be documented on the Sending and Receiving Report (S&R). (PLEAC 3.1.3 b)
 3. A documented testing of this equipment will be conducted by the Department of Public Property annually. (PLEAC 3.1.3 c & d)
- K. All Divisional Booking Centers (DBC) will be equipped with a portable radio that, in the event of an emergency, Police Radio will be notified. (PLEAC 3.1.8) If an emergency situation arises (i.e., unruly detainee, assist officer or EMS service) in the DBC, personnel will utilize the portable radio and request assistance. The Operation Room Supervisor (ORS) will monitor police radio at all times and respond with additional personnel if such emergency arises. At the request of the ORS, or if there is no response from the ORS, a Patrol Supervisor will respond with additional units, as needed. (PLEAC 3.1.21 d)
- NOTE:** Detainees who appear to be at “high-risk” for causing injury to themselves or others will be handled with extreme caution. Information outlined in Appendix “F” – “High-Risk Suicide Detainees” will be utilized to aid in the processing of these individuals.
- L. All non-sworn personnel (Police Correctional Officers) will be trained to recognize potential medical emergencies, provide medical assistance and employ self-defense tactics to protect themselves in case of assault.
1. Police Correctional Officers (PCO) will receive First Aid and CPR training every two (2) years. Instruction on self-defense and use of force must be provided during their initial training phase. (PLEAC 3.1.21e)

3. AUTHORIZED PERSONNEL

- A. Only authorized and trained personnel will work as cell block attendants or Police Correctional Officers in police detainee holding facilities. Personnel with detainee processing and detention responsibilities receive *initial training and then refresher training at least once per accreditation cycle* in appropriate procedures including, policy, first aid, self-defense, use of force, fire suppression, and the use of emergency equipment consistent with their assignment.

NOTE: Personnel who have not completed this training are not authorized to work as a turn-key/cell block attendant or Police Correctional Officer.

1. This training will be coordinated and conducted in a manner determined by the Training Bureau (Training could be a ten (10) minute video shown to officers on an as needed basis by the ORS). The ORS will then notify the Training Bureau with the officer's name, badge, payroll number and date of training. This information will then be entered into the officers QIST file for future reference. (PLEAC 3.1.1)
- B. A female officer must always be assigned to staff all holding facilities in which female detainees are temporarily detained for processing (i.e., Divisional Booking Centers, PDU). The female detainee will only be attended to, searched, or processed by a female officer.

4. DETAINEE PROPERTY FOR SAFEKEEPING

- A. Removal of Detainee Property. Personnel will be guided by Directive 12.15, "Property Taken into Custody," for the removal of any detainee property.
1. Personnel will conduct a complete and thorough search of a detainee at the time of booking and prior to entry into the cell area. This will be documented on the [Prisoner Flow Chart](#). (PLEAC 3.1.9 a)
 2. The arresting and/or transporting officer(s), while in the presence of the detaining unit personnel, will:
 - a. Remove from the detainee any property that may be used to facilitate escape, damage or deface city property, or inflict personal injury on themselves or others. This will be done prior to turning the detainee over for placement in a cell or detention room.
 - b. Types of property that will be removed from detainees are: belts, ties, laces on any footwear or clothing, cutting instruments, keys, pencils, pens, drugs, pills, capsules, cell phones, or any other item which may cause harm to themselves or others.
 - c. When the Lieutenant, ORS, and cell block attendants make their scheduled security checks, and observe any of the articles mentioned in this section in the detainee's possession, they will immediately remove the articles. During any interview process, the assigned investigator will remove prohibited articles from the detainee.
 - d. The ORS and the Unit Supervisor are responsible for ensuring prohibited items, which are mentioned above, are removed from all detainees.

3. Store all property removed from the detainee in a Prisoner Property Bag. All lines of the property bag must be filled out legibly and include the signature and badge number of the police officer or correctional officer, witnessed by another officer, signed by the detainee and officer, and placed in a safe and secure location with corresponding numbers. Detainees will be given the “Receipt” portion of the Prisoner Property Bag. They will present the “Receipt” upon release in order to retrieve their belongings. (PLEAC 3.1.10)
 - a. If clothing (i.e., jackets, pants, boots) are removed, the items must be inventoried and documented on the Prisoner Property Bag, in the section labeled “Other.” Personnel will document the quantity and description of the items and place them in a clear plastic bag. The plastic bag will be secured to the Prisoner Property Bag and placed in an approved Prisoner Property Locker.
 - 1) Women’s handbags/purses can be secured inside the plastic bag. All items inside the handbag/purse must be properly inventoried and secured in a Prisoner Property Bag.
 - 2) Personnel will document, on the clear plastic bag, the Divisional Booking Center (DBC) location, all corresponding Prisoner Property Bag numbers, and the DC#.
 - b. All large bulk property (i.e., Suitcases) will be inventoried and placed on a Property Receipt (Property for Safekeeping). The detainee will receive a copy of the Property Receipt with the instructions on how to retrieve the property upon release. Officers will follow the guidelines of Directive 12.15, “Property Taken into Custody” regarding property for safekeeping.

NOTE: All prisoner property must be secured in an approved locking Prisoner Property Locker system. Lockers will be approved by the Commanding Officer of that DBC location.
 - c. At the beginning of each tour, the detaining district/unit supervisor will designate personnel to secure property. The detaining district/unit personnel will be responsible for the security of all detainee property.
 - d. The Prisoner Property Bags and the clear plastic bags will be ordered by the Commanding Officer of each Divisional Booking Center. The Prisoner Property Bags and clear plastic bags are available at the Police Warehouse, 660 East Erie Ave. (Refer to Directive 7.4, “Requisitioning of Supplies and Materials.”)

4. Prepare a Prisoner Property Bag for property taken and record the following:
 - a. Date In
 - b. Time in
 - c. Owner's/Detainee's name and date of birth
 - d. Detainees whole address (Street, City, State, Zip Code)
 - e. Phone Number
 - f. CBN/DC#
 - g. Officer's name, badge, payroll number
 - h. Property will be itemized
 - i. Signature of detainee and date
 - j. Signature of officer and date (PLEAC 3.1.9 b)

NOTE: Officers will ensure that the Property Bag number is recorded on the flow chart to ensure the detainee will receive their property upon release.

5. Personnel will ensure an itemized inventory occurs with all prisoner property. All sections of the Prisoner Property Bag must be completely filled out. Personnel will pay particular attention to the following sections:
 - a. Quantity and Property: Personnel will inventory the prisoner/detainee property. If a space exists for the item being inventoried, personnel will enter a numeric value for that item (2 cell phones, 1 wallet, etc.) Personnel **WILL NOT** mark the item on this line with an "X" or "check mark." This does not give an accurate count of the items being placed into the bag. If the prisoner/detainee does not have the item listed, personnel will mark "N/A" on the line.
 - b. Money: Record the amount of USC the prisoner/detainee has on them in this section. If no money is present, personnel will record "N/A" on the line.
 - c. Bank Card (Debit, ATM, Credit, EBT, etc.): In this section the overall quantity of bank cards will be documented.
 - d. Other: Personnel will record all other prisoner property in this section. Personnel will ensure a numerical value (1 hat, 2 gloves, 3 jackets, etc.) is given for that item. This section will also be used to record any items that are not specifically printed on the bag. Items that the prisoner has been allowed to keep on their person during their stay, and any items that will not fit into the bag and have been secured in a plastic bag (the plastic bag must be attached to the sealed Prisoner Property Bag). If personnel have no items to record on this line they will write "N/A." Items that persons are permitted to retain will be listed as "Kept on Person."

6. The receipt from the top portion of the Prisoner Property Bag must be detached and given to the detainee. The bag is then sealed. If more items need to be added, an additional bag will need to be used and assigned to the detainee. If an item needs to be removed, due to evidentiary value or items such as keys that need to be given to a family member, the bag will be unsealed in front of the detainee, and signed by the detainee. The change will be noted on the opened bag, and attached to a new bag which will then be prepared. (PLEAC 3.1.10)

NOTE: If the detainee is incapable of signing or refuses to sign for any property removed, it will be recorded on the Prisoner Flow Chart by the arresting/transporting officer and witnessed by the detaining District/Unit Supervisor.

B. Detainee's Money and/or Valuables

1. Detainee's money and/or valuables will never be removed **UNLESS** the detaining District/Unit Supervisor determines that the person in custody DOES NOT have full control of their physical and mental faculties.
 - a. If the detainee refuses to turn in their money and/or valuables, the arresting/transporting officer will not remove them, but will inventory these items and note this information and the detainee's refusal on the "Prisoner Property Bag."

NOTE: Any items that can pose a physical threat to personnel or detainee safety can be removed with supervisor approval.

C. Transfer of Custody

1. When detainees are transferred or transported by personnel from one police facility to another, their property will remain in the original Prisoner Property Bag that was prepared at the time of processing. Divisional Booking Center (DBC) and Police Detention Unit (PDU) personnel will prepare a new Prisoner Property Bag for the detainee upon entering the facility. Personnel will open the original Prisoner Property Bag, review and document all property on the new bag in the presence of the detainee. The original property bag will be discarded.

D. Return of the Detainee's Property

1. Upon return of the detainee's property, the detaining district/unit personnel will document on the Flow Chart:
 - a. Date Out,
 - b. Time Out,
 - c. Signature of the detainee acknowledging the receipt of their property, and
 - d. Officer's signature, badge number and date. (PLEAC 3.1.16)

2. District/Unit personnel **MUST** ensure that the [Prisoner Flow Chart](#) captures the exchange of property (e.g., prisons, transfer to another outside law enforcement agency, etc.) or the return of the property once the detainee is released. The Property Bag can be disposed of at that time. The Prisoner Flow Chart will then be physically returned, faxed, or scanned/mailed to the originating DBC location.
3. The Commanding Officer of the detaining district/unit will retain copies of the prisoner/detainee paperwork. Paperwork shall be retained for one (1) year.

E. Supervisor Responsibility

1. The ORS will once per tour, review and sign (initials and badge number) Prisoner Property Bags of the Cell Room. This review will consist of checks for completeness and legibility. If information is missing or unable to be read, the ORS will have the personnel who created the bag, either rewrite the information or create a new bag. If information is rewritten on the bag, personnel will initial, with badge number, next to the change. This will be done in the presence of the ORS.
2. The on-duty Lieutenant will conduct a review of the ORS signatures on the Prisoner Property Bags during their twice a tour inspection of the Cell Room.
3. All reviews will be documented on the daily S&R.

NOTE: Prisoner Property Bags are subjected to random audits by the Office of Standards and Accountability.

5. DETAINEE'S MEDICAL CHECKLIST

- A. All detainees transported to any police facility will receive a medical evaluation immediately upon arrival. The arresting/transporting officer will complete all required information on the Detainee's Medical Checklist (75-605). The officer **MUST** also note the below information in the remarks section of the Detainee's Medical Checklist.
 1. Current health of detainee,
 2. Medications taken by detainee,
 3. Behavior, including state of consciousness and mental status, and
 4. Any body deformities, trauma markings, bruises, etc. (PLEAC 3.1.11 d,e,f,g)
- B. The Detainee's Medical Checklist shall be completed by the arresting officer(s) for each detainee at the time of arrest. Personnel with the district/unit housing the detainee will ensure the Medical Checklist has been completed.

C. Detainees being processed/detained at the Police Detention Unit will receive a new evaluation by the medical staff.

D. Evaluating personnel shall:

1. Visually check the detainee using the Medical Checklist and check each appropriate block.
2. Ask the detainee all questions contained on the “Detainee’s Medical Checklist” and check each appropriate block.
3. Any medication prescribed or taken by the detainee must be noted in the “Remarks Section” on the Medical Checklist. Additionally, the prescribed medications the detainee has in their possession must be specifically noted in the remarks section of the Detainee’s Medical Checklist.

NOTE: If a detainee is prescribed and in possession of, a rescue inhaler, personnel will contact the Police Detention Unit Supervisor for authorization to allow the detainee to keep the inhaler while in custody. The PDU Supervisor will then consult with the on-duty medical staff and determine if the inhaler can pose a potential risk to the detainee or police personnel. Detainees are **NOT** permitted to keep any other medications with them while in a cell.

4. Follow the instructions contained in the “Guidelines for Disposition of Detainees” for any visual check or question marked “yes.”
5. Ensure that all sections of the “Checklist” are completed.
6. Have the detainee sign the “Detainee’s Medical Checklist.”
7. If a detainee is unable or unwilling to answer the questions or is unable or unwilling to sign the form, note this in the “Remarks” section.
8. The Detainee’s Medical Checklist will accompany the detainee if they are transported to another police/prison facility.
9. A copy of the Detainee’s Medical Checklist and Prisoner Flow Chart will be sent to Reports Control, Philadelphia Public Services Building (PPSB), 4th Floor, Suite 124.

E. Supervisors who receive a detainee from another police holding facility will not accept that detainee if a Detainee’s Medical Checklist and Prisoner Flow Chart does not accompany the transported detainee.

6. DETAINEES IN NEED OF MEDICATION OR MEDICAL CARE

- A. Detainees who are ill or injured will be taken to the nearest hospital for treatment prior to being transported to the detaining district/unit.

NOTE: This shall include any detainee that has been treated with Naloxone (Narcan) for an opioid overdose. After a medical assessment by a physician, these detainees shall be transported to the PDU, where a nurse is available to monitor their condition.

- B. Detainee will be checked for medical alert bracelets, tags, necklaces, or identification cards by transporting officers to determine if the detainee is in need of medication.
- C. Any detainee that is in possession of medication prescribed to them in a clearly marked prescription container will not be permitted to take this medication while in a Divisional Booking Center (DBC). If a detainee states they take medication on a regular basis, DBC personnel will contact the Police Detention Unit Supervisor. The PDU Supervisor will then consult with the on-duty medical staff and determine if that detainee should be transported to the PDU or a hospital for dispensing of medication. (PLEAC 3.1.20)

NOTE: Any medication distributed to a detainee by medical staff at the PDU will be recorded on the Medical Checklist in the remarks section.

- D. Detention of Adult Diabetic Detainees

- 1. All adult diabetics-both insulin and non-insulin dependent, who are charged with a crime will be transported to the PDU for processing, and will undergo a medical evaluation by PDU medical staff.
- 2. Diabetic detainees who are under the influence of alcohol/drugs, or whose behavior indicates an immediate or serious threat to police will be transported to the PDU in an EPW. Patrol supervisors who determine that the diabetic detainee is non-violent or would pose no immediate or serious threat to police, may have the detainee transported to the PDU in an RPC.
- 3. Detainees who are diabetic and are detained for a relatively short period of time for investigation purposes, will be transported to the closest hospital for treatment, if such treatment is required.
- 4. Adult diabetic detainees who are in need of immediate medical attention will be taken to the nearest hospital for treatment prior to being transported to the PDU.

- E. All hospital release paperwork will accompany the detainee who was taken to the hospital and was treated and released.

- 1. The transporting officer will:

- a. Prepare a separate 75-48 indicating the detainee's name, the name of the hospital, a brief description of the illness/injury, and that the detainee has been authorized for discharge from the hospital. If the detainee refuses hospital treatment, this will also be indicated on this 75-48.
- b. Request the physician on duty when the detainee is released to sign the 75-48. If the physician refuses, the officer will record the physician's name and that they refused to sign.

2. The ORS in the District of Occurrence will ensure:

- a. That a separate set of DC#s will be requested for the hospital case. This set of DC#s will be in addition to those issued for the original incident.
- b. The 75-48 is coded (3017) "Hospital Case in Police Custody." The DC# of the original incident will be placed in the body of the hospital case 75-48.
- c. The Internal Affairs "Use of Force/Hospital Case Notification" must be completed using the department intranet homepage.
- d. The 75-48 is distributed as follows:

- | | |
|--------------------------|---------------------------|
| 1) White (Original) Copy | Reports Control Unit |
| 2) Yellow Copy | District File |
| 3) Pink Copy | To accompany the detainee |

F. If a detainee is taken to a hospital and admitted, follow the procedures outlined in Directive 4.13, "Detainees in Hospitals."

NOTE: Any modification or changes to this section of Directive 7.8 "Detainees in Need of Medical Care" must be reviewed and approved by a licensed physician/Medical Care Provider to ensure the procedures outlined are correct. (PLEAC 3.1.17)

7. POLICE DETENTION UNIT HOSPITAL CASES/DETAINEE TRANSPORTATION

A. When Fire Rescue is required or a detainee is determined by the PDU medical staff to be an emergency hospital case, in need of immediate transportation, a PDU supervisor will ensure that 9-1-1 is contacted immediately with a request for the closest EPW or two (2) person RPC to respond along with Fire Rescue.

(There are no police officers assigned to the Police Detention Unit, therefore a detainee being transported by Fire Rescue must be accompanied by a police escort to guard the detainee.)

- B. When the PDU medical staff determines a hospital case to be a non-emergency, and no EPW is present, the first available EPW or two (2) person RPC to arrive at the PDU will be utilized to transport the detainee/hospital case. If no EPW or two (2) person RPC arrives within a reasonable amount of time, a PDU supervisor will contact a Radio Room supervisor at (215) **XXX-XXXX**, who will immediately dispatch the assignment to the closest EPW or two (2) person RPC.

NOTE: For all other transportation from the PDU, (i.e., bail to the Criminal Justice Center, Sheriff's Cell Room) Police Radio will not be contacted for an available unit. The first available EPW or two (2) person RPC to enter the PDU to drop off detainees will be utilized to transport the detainee.

EXCEPTION: Any detainee identified as a juvenile will be transported back to the appropriate district, wherein divisional detectives are located, as soon as possible. The first available EPW or two (2) person RPC that arrives at the PDU will be utilized in transporting the juvenile detainee. Police Radio will be contacted immediately if an EPW or two (2) person RPC is not on location.

8. CELL/DETENTION ROOM CAPACITY

- A. Whenever possible, a minimum of two (2) detainees are to be placed in a cell/detention room.
1. Exception: During mass arrests or other emergency situations, there may be four (4) detainees placed in a holding cell. This will only be on a temporary basis and must be approved by a Patrol Division Commanding Officer or C.I.B Commander. (PLEAC 2.2.3)
 2. In the event that additional space is needed, additional detainee assignments will be made according to the available cell space and plans outlined in the PDU Manual.

9. CELL BLOCK AND TEMPORARY HOLDING CONDITIONS

- A. It is the responsibility of all Police Personnel to ensure that the cell areas are operated in a safe and appropriate manner. The below minimum conditions must be met:
1. Adequate lighting;
 2. Circulation of fresh or purified air;
 3. Availability of a flushable toilet;

4. Source of drinkable water;
 5. Access to wash basin or shower for detainees held in excess of eight (8) hours;
 6. Bed and bedding will be available upon request for each detainee held in excess of eight (8) hours. Bedding will consist of Exam Table Paper and can be ordered through the Police Warehouse at 660 E. Erie Avenue (Item number 0317006-3);
 7. Access to hand sanitizer upon request. This can be ordered through the Police Warehouse at 660 E. Erie Avenue. (Item number 0308016-6); and
 8. Any other standards required under the laws and regulations of the Commonwealth of Pennsylvania and/or its political subdivisions.
- B. If, for any reason any of the above conditions cannot be met regarding the minimum conditions for any holding facility, the ORS will be immediately notified and ensure that whatever corrective action is needed is initiated and detainees are relocated to an area in compliance in a reasonable period of time. (PLEAC 3.1.2 a,b,c,d,e,f,g)
-

10. CELL BLOCK/DETENTION ROOM INSPECTIONS

A. District

1. The time of each inspection will be recorded in the Prisoner Log Book (75-297), noted on the S&R and will be conducted as follows: (PLEAC 3.1.21 a,b,c)
 - a. The ORS will, once per tour, conduct checks of the Cell Room. During this check, the ORS will review and sign (initials and badge number) the Prisoner Property Bags.
 - b. The review will consist of checks for completeness and legibility. If information is missing or unable to be read, the ORS will have the personnel who created the bag, either rewrite the information or create a new bag. If information is rewritten on the bag, personnel, in the presence of a supervisor, will initial with their badge number next to the change.
2. The on-duty Lieutenant will conduct a review of the ORS signatures on the Prisoner Property Bags during their twice a tour inspection of the Cell Room.
3. Cell Block Attendants and/or trainees will inspect the cellblocks at, a minimum of, fifteen (15) minute intervals or as scheduled by the ORS, but no later than every thirty (30) minutes.

NOTE: Should any personnel, during Cell Block/Detention Room inspections, perceive that a detainee's behavior or statements indicate they may be a danger to themselves or others, will take immediate action to ensure the health and safety of the detainee. Personnel will notify a supervisor of the situation and document it on the medical checklist.

4. When a detainee is violent, self-destructive or under the influence of drugs or alcohol, they will be placed in the designated special observation cell and observed at intervals not to exceed ten (10) minutes. (PLEAC 3.1.13) The detaining unit's supervisor will ensure that the duties of the Cell Block Attendant are limited to the cell block area when a special observation cell is in use.

B. Detective or Investigative Units

1. Any Detective or Investigative Unit Supervisor who places a detainee in a detention/interview room will check the detainee at least once every fifteen (15) minutes. These checks will be noted on the S&R.

C. Police Detention Unit (PDU)

1. PDU Supervisors will ensure that detainees placed in cells are checked at least once every fifteen (15) minutes. Additionally, Detention Unit Supervisors will:
 - a. Check all detainees at the start and completion of their tour.
 - b. Check the detainees in cells at least once every hour.
 - c. Record the above checks on the Detainee Log (75-297).

- D. In cases where detainees exhibit possible suicidal behavior, inspections will be performed **“at irregular intervals not to exceed ten (10) minutes.”**

NOTE: See Appendix “F,” - “High-Risk Suicide Detainees,” for additional information and when constant contact and observation may be required.

- E. Personnel will conduct a complete and thorough inspection of all cells at the beginning of each tour. This inspection will include but is not limited to, a complete security check, (including a thorough search for weapons and contraband), and reporting of any facility deficiencies or potentially unsafe conditions. Inspections and security checks conducted at the beginning of each tour will be documented in the Prisoner Log Book. (PLEAC 3.1.6)

- F. Prior to each use of an unoccupied cell, the cell will be thoroughly searched for any type of weapon or contraband. After a detainee has been removed from a cell, an additional security check will be conducted. All inspections and security checks must be documented. Pre/Post (before and after prisoners are placed in or removed from a cell) cell checks will be documented on the [Prisoner Flow Chart \(75-587\)](#). Personnel will indicate the check has been conducted, by recording their badge number and the time the check was conducted in the “Cell Searched By” section on the reverse side of the Prisoner Flow Chart. Any additional notes will be recorded in the “Additional Detainee Information” section. (PLEAC 3.1.6)
 - G. Request for repairs to cells will be given the highest priority. Refer to Directive 9.1 “Maintenance/Repair of Police Buildings/Equipment” for procedures and notifications process. (PLEAC 3.1.6)
-

11. VISITORS

- A. Adult detainees are not permitted visitors at any time, except their attorneys, while in police facilities. (PLEAC 3.1.23)
-

12. INTERVIEWS BETWEEN DETAINEE AND THEIR ATTORNEYS

- A. In Police Districts, interviews between adult detainees and their attorneys will be conducted as follows.
 - 1. Only adult detainees awaiting video arraignments at the DBC or PDU are permitted an interview with their attorney.
 - 2. All such interviews are conducted in the cell block with the detainee remaining in the cell and the attorney outside the cell. Cells will not be opened under any circumstances during these interviews.
 - 3. Only one (1) attorney at a time is permitted in the cell block.
 - 4. Before entering the cell block, the attorney will properly identify themselves, submit to a pat down and will be searched for weapons and/or contraband.
 - a. As proper identification, the attorney must present a Pennsylvania Supreme Court Identification Card, a Public Defender Identification Card, a Philadelphia Bar Association Membership Card, or a Pennsylvania Bar Association Membership Card together with a driver’s license or voter registration card.
 - 1) **Business cards alone are not acceptable identification.**

- b. Searches of attorneys will extend to briefcases, handbags, file folders, etc., that they may be carrying.
 5. An officer will remain in the cell block with the attorney and place themselves where they can observe the interview, but not overhear it.
 6. The detainee will be searched when the interview is completed.
 7. Both the Detainee's Log (75-297) and the Sending and Receiving Report (S&R) will indicate that the detainee was interviewed by their attorney, the attorneys name, the date, time and duration of the interview.
- B. Detective Division and Investigative Supervisors on-duty will ensure interviews between adult detainees and their attorneys will be conducted as follows:
1. All such interviews are conducted in a secure detention room with the detainee handcuffed to a seat.
 2. Only one (1) attorney at a time is permitted in the Detective Division/Investigation Unit.
 3. Before entering the Detective Division/Investigating Unit, the attorney will properly identify themselves, submit to a pat down and will be searched for weapons and/or contraband.
 - a. As proper identification, the attorney must present a Pennsylvania Supreme Court Identification Card, a Public Defender Identification Card, a Philadelphia Bar Association membership card or a Pennsylvania Bar Association membership card together with a driver's license or voter registration card.
 - 1) Business cards alone are not acceptable identification.**
- b. Searches of attorneys will extend to briefcases, handbags, file folders, etc., that they may be carrying.
 4. An officer/investigator will place themselves where they can observe the interview but not overhear it.
 5. The detainee will be searched when the interview is completed.
 6. Both the P1RMS Case Report and the Sending and Receiving Report (S&R) will indicate that the detainee was interviewed by their attorney, the attorney's name, the date, time and duration of the interview.
- C. Police Detention Unit Supervisors will ensure interviews between adult detainees and their attorneys be conducted as follows:

1. All such interviews are conducted in the PDU's interview room.
2. Only one (1) attorney at a time is permitted in the PDU interview room.
3. Before proceeding to the PDU interview room, the attorney will properly identify themselves, submit to a pat down and will be searched for weapons and/or contraband.
 - a. As proper identification, the attorney must present a Pennsylvania Supreme Court Identification Card, a Public Defender Identification Card, a Philadelphia Bar Association membership Card, or a Pennsylvania Bar Association membership Card together with a driver's license or a voter registration card.
 - 1) **Business cards alone are not acceptable identification.**
 - b. Searches of attorneys will extend to briefcases, handbags, file folders, etc., that they may be carrying.
4. The attorney is escorted to and from the PDU interview room.
5. The detainee will be searched before being returned to the cellblock.
6. Both the Detainee's Log (75-297) and the Sending and Receiving Report (S&R) will indicate that the detainee was interviewed by their attorney, the attorneys name, the date, time and duration of the interview.

NOTE: Refer to Directive 5.23, "Interviews and Interrogations – Rights of Individuals and Duties of Law Enforcement" and Directive 4.13 "Detainees in Hospitals" for further information. (PLEAC 1.2.2 a,b)

BY COMMAND OF THE POLICE COMMISSIONER



**PHILADELPHIA POLICE DEPARTMENT
ADULT
PRISONER FLOW CHART**

Arrest Date:	/ /
DC #	
CBN #	
PPN #	
Time of Arrest:	<input type="checkbox"/> AM <input type="checkbox"/> PM
Reason for Arrest:	

Detainee Information

Name		DOB	Sex	Identifies as
Last	First		Male <input type="checkbox"/> Female <input type="checkbox"/>	(Gender Identity)

Arresting Officer / s

Rank	Last Name	Badge #	Payroll	Call Sign	District	Unit
Police Transported Subject <input type="checkbox"/> Yes <input type="checkbox"/> No Vehicle #		Subject Searched <u>PRIOR</u> to Police Transport <input type="checkbox"/> Yes <input type="checkbox"/> No Badge #		Subject Secured with Restraints <input type="checkbox"/> Back <input type="checkbox"/> Front <input type="checkbox"/> Legs Badge #		
Vehicle Searched <u>PRIOR</u> to Police Transport <input type="checkbox"/> Yes <input type="checkbox"/> No Badge #		Subject <u>Seat Belted</u> In <input type="checkbox"/> Yes <input type="checkbox"/> No Badge #		Subject Searched <u>AFTER</u> Police Transport <input type="checkbox"/> Yes <input type="checkbox"/> No Badge #		
Vehicle Searched <u>AFTER</u> Police Transport <input type="checkbox"/> Yes <input type="checkbox"/> No Badge #		Weapons Secured <u>PRIOR</u> to <u>Entry into</u> DBC/TH <input type="checkbox"/> Yes <input type="checkbox"/> No		Security Concerns Conveyed to DBC/TH <input type="checkbox"/> Yes <input type="checkbox"/> No Badge #		
Security Concerns: <input type="checkbox"/> Violent <input type="checkbox"/> <u>Suicidal</u> <input type="checkbox"/> Escape Risk <input type="checkbox"/> Aggressive <input type="checkbox"/> Intoxicated <input type="checkbox"/> <u>Deaf / Hearing Impaired</u> <input type="checkbox"/> Medical <input type="checkbox"/> Disabled <input type="checkbox"/> Wheelchair required (PDAV Used) <input type="checkbox"/> Other:						
Identifiable Attributes: <input type="checkbox"/> Trauma <input type="checkbox"/> Bruises <input type="checkbox"/> Scars <input type="checkbox"/> Tattoos <input type="checkbox"/> Other <input type="checkbox"/> N/A Describe:						

Transportation Officer / If Different from Arresting

Temporary Holding (TH) will be <u>Checked BEFORE and AFTER</u> use: <input type="checkbox"/> Yes <input type="checkbox"/> No				Transported to PDU for: Diabetic <input type="checkbox"/> DUI <input type="checkbox"/>		
Rank	Last Name	Badge #	Payroll	Call Sign	District	Unit

If Detainee is Transported to the Hospital, list the Hospital's Name and Reason for Visit and Hospital Case DC #:

Additional Detainee Information:

Divisional Booking Center / PDU Personnel

Property Inventoried <input type="checkbox"/> Yes <input type="checkbox"/> No	Property Bag #	Officer's Name	Badge #	ID Bracelet Issued <input type="checkbox"/> Yes <input type="checkbox"/> No	Restraints Used <input type="checkbox"/> Yes <input type="checkbox"/> No	Cell #
Property Notes: <input type="checkbox"/> Wallet <input type="checkbox"/> ID <input type="checkbox"/> Cell Phone <input type="checkbox"/> Laces <input type="checkbox"/> Belt <input type="checkbox"/> Keys <input type="checkbox"/> Watch <input type="checkbox"/> Jewelry <input type="checkbox"/> Jacket <input type="checkbox"/> Purse P.O. Witness: _____						
Transported to the PDU, Property Bag Opened, & Items Re-Inventoried by:						New Bag #
Arrival Time to DBC/PDU: <input type="checkbox"/> AM <input type="checkbox"/> PM			Property Secured in Locker: <input type="checkbox"/> Yes # <input type="checkbox"/> No <input type="checkbox"/> N/A			
US Currency Amount: \$ _____ Ones _____ Fives _____ Tens _____ Twenties _____ Fifties _____ Hundreds. Total: \$						
Money Kept on Person <input type="checkbox"/> Money Placed Inside Property Bag <input type="checkbox"/> Money Placed in Safe <input type="checkbox"/>						
Detainee State Of Consciousness / Behavior						
<input type="checkbox"/> Alert <input type="checkbox"/> Argumentative <input type="checkbox"/> Agitated <input type="checkbox"/> Cooperative <input type="checkbox"/> Delusional <input type="checkbox"/> Depressed <input type="checkbox"/> Erratic <input type="checkbox"/> High <input type="checkbox"/> Intoxicated <input type="checkbox"/> Sick <input type="checkbox"/> Uncooperative <input type="checkbox"/> Violent <input type="checkbox"/> Withdrawn						
Detainee's Contact Numbers for Bail Money				Property Receipt # if Applicable:		
Name _____		Number _____		Security Check of Cell BEFORE being Occupied <input type="checkbox"/> Yes <input type="checkbox"/> No Badge #		
Name _____		Number _____		Security Check of Cell AFTER being Occupied <input type="checkbox"/> Yes <input type="checkbox"/> No Badge #		
Bedding Requested: (only after 8 Hours) <input type="checkbox"/> Yes <input type="checkbox"/> No				Cleared by Investigation: _____ Name _____ Badge #		
Charges: <input type="checkbox"/> Accepted <input type="checkbox"/> Declined				Granted Bail: <input type="checkbox"/> Yes <input type="checkbox"/> No Bail Amount \$		
Sent to Prison: <input type="checkbox"/> Yes <input type="checkbox"/> No Transported by: _____				Released on ROR: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Before Detainee is Shipped or Released <u>Verify</u> Identification through <u>PID SYSTEM</u>						
Detainee Signature coming in _____				Detainee Signature going out _____ <input type="checkbox"/> ID Verified		
Recognizes Listed Property Being Stored				Recognizes Listed Property Being Returned		
Additional Detainee Information:						
Releasing Officer Signature & Badge.				Supervisor Signature & Badge.		

75-582 Reverse (Rev. 10/17)



APPENDIX “E”

Issued Date: 05-05-25	Effective Date: 05-05-25	Updated Date:
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SUBJECT: DETAINEE MEALS

1. POLICY

- A. All detainees in police custody for eight (8) hours will be offered a meal and on each succeeding tour of duty thereafter. The type of meal (consisting of a sandwich and drink) will be based on the detainee’s medical needs.
 - B. Any person taken into police custody, who states a medical need for nourishment, will be provided food as nearly as consistent as possible, in content and timing, with their prescribed diet.
 - C. Meals will be obtained from contracted vendor(s) at locations specified by the Finance Officer and updated by computer message if necessary.
 - D. Detainees will not be issued any culinary equipment or eating utensils with their meals while in police custody. (PLEAC 3.1.7)
-

2. PROCEDURE

- A. Divisional Booking Center personnel will:
 - 1. Take an accurate count of the detainees at the beginning of each tour. This detainee count will translate into the number of meals required for the tour.
 - 2. DBC personnel will then fill out a Prisoner Status Sheet with all detainee count numbers and fax it to Booking Center Headquarters (BCHQ).
- B. Booking Center Headquarters personnel will:
 - 1. Compile all city-wide detainee count numbers from DBCs.
 - 2. Complete a City-Wide Prisoner Status Sheet with all detainee count numbers, requested meal totals and faxed to the Police Detention Unit (PDU).
- C. Police Detention Unit (PDU) personnel will:

1. Create a 75-48 with all meal count numbers and requested meal totals received from BCHQ and contact the meal vendor for delivery to DBC/PDU.
 - a. Meals will consist of one (1) cheese sandwich and one (1) bottle of water. Diabetic detainees will receive one (1) peanut butter sandwich and one (1) serving of orange juice if needed. Iced tea can also be ordered if necessary.

NOTE: Diabetic detainees will be given orange juice to assist with any blood sugar concerns, under the direction of medical staff. If a detainee is lactose intolerant, they can be given a peanut butter sandwich.
2. Have the vendor go to the PDU bay window located inside the garage and sign the 75-48 upon delivery of meals. PDU personnel will ensure all information is recorded on the Sending and Receiving Report (S&R).
3. Forward the 75-48 to Police Finance for review and submission to The City of Philadelphia, Central Finance, for payment to the vendor.

BY COMMAND OF THE POLICE COMMISSIONER



APPENDIX "F"

Issued Date: 05-05-25	Effective Date: 05-05-25	Updated Date:
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SUBJECT: HIGH-RISK SUICIDE DETAINEES

1. POLICY

- A. Personnel must take particular steps in identifying detainees who may exhibit tendencies toward suicide. These detainees may be at high risk for potentially causing harm to themselves or others and must be handled with extreme caution.
- B. All Police personnel, and in particular those assigned to duties involving facilities where detainees are being held, will review and become familiar with this Appendix.
- C. Supervisors will ensure that all personnel assigned to a holding facility/cell block duties (i.e., PDU, DBC personnel) are familiar with the high-risk factors contained in this Appendix.

NOTE: A copy of this Appendix will be posted at appropriate holding facility locations and shall act as a guide for the identification of suicidal behavior in detainees.

2. FACTS ABOUT SUICIDE IN HOLDING FACILITIES

- A. Suicide is the number one cause of death in jails and lockups.
 - B. Hanging is the predominant method used by suicidal detainees.
 - C. The vast majority of suicide victims were not screened properly at the time of arrest for potential suicidal behavior.
 - D. The first three (3) hours of detention are the most critical for suicide attempts:
 - 1. Suicide prevention starts with the first minute of contact with the individual and ends with the last minute when they are transferred to the custody of another agency, or released.
-

3. PERSONALITY PROFILES OF SUICIDAL BEHAVIOR

A. The following information outlines some of the characteristics and behaviors of high-risk suicide detainees. It is important to note that some detainees may be at risk and do not exhibit these warning signs. Therefore, it is imperative that the procedures specified in this directive be closely followed in the handling of any detainee. Profiles do not predict and prevent all suicides. Police should safeguard against any injurious action by a detainee whether or not they display any of the following factors. (PLEAC 3.1.13)

1. Potential suicide predisposing factors include:

- a. Recent, excessive drinking and/or use of drugs,
- b. First-time arrestee,
- c. Juvenile/young adult,
- d. Arrested for non-violent offense (Misdemeanor/Summary),
- e. Noticeable behavior changes - may act very calm once the decision is made to commit suicide - extreme anxiety/fear,
- f. Recent loss of stabilizing resources - wife/loved one; job/school/home; finances,
- g. Severe guilt or shame over the offense,
- h. Same-sex rape or threat of it while in custody,
- i. Previous suicide attempts or history of mental illness,
- j. Poor health or terminal illness,
- k. Talks about or threatens suicide,
- l. Severe agitation or aggressiveness,
- m. Projects helplessness/hopelessness - "No sense of future,"
- n. May try to hurt self - attention-getting gestures,
- o. Any other unbearable situation or combination of events,
- p. Paranoid delusions and/or hallucinations, and
- q. DEPRESSION - Depression is the most important factor indicating suicidal tendencies - extreme sadness, crying, withdrawal, lethargy, loss of self-esteem and blameworthiness are some of the characteristics exhibited by depressed individuals.

NOTE: The intent of this profile is to sensitize holding facility personnel to those characteristics appearing most often in jail suicide victims, while acting as a supplement to the existing warning signs and behavior patterns that are observed in the detection of suicidal behavior. These predisposing factors may appear any time during detention.

4. POLICE PERSONNEL RESPONSIBILITIES: SUICIDAL DETAINEES

- A. At the time of arrest and while transporting an individual, the arresting and transporting officer(s) are the first to observe signs and symptoms of a potential suicide. The arresting and transporting officer(s) should be alert to comments, gestures and the display of actions by the arrestee that may indicate a possibility of the person causing harm to themselves.

- B. It is imperative that communication between arresting, transporting and detaining officer(s) occurs in reference to any observed behaviors of detainees. The detection of suspected suicidal behavior and the transfer of this information are essential in preventing suicide or other incidents in police custody.
 - 1. Officers shall notify their immediate supervisors of any person in police custody who exhibits suicidal behavior. Supervisors will ensure that the Detainee's Medical Checklist is affirmatively answered in these cases. (PLEAC 3.1.13)
 - 2. Refer to Directive 5.4, "Extraordinary Occurrences in Cell Blocks," to determine the investigative responsibilities for suicide incidents occurring in police holding facilities.

- C. Basic practices for handling suicidal detainees
 - 1. Trust your own judgment.
 - a. If you believe that someone is going to harm themselves, ACT ON YOUR BELIEF.
 - 2. Stay with a suicidal person.
 - 3. Maintain contact and conversation.
 - 4. Listen patiently.
 - a. Encourage the detainee to talk and express their feelings.

IMPORTANT: Suicide is less likely to occur if you keep the individual talking or engaged in conversation.
 - 5. Whenever possible, place suicidal detainees in a cell with at least one other person. (PLEAC 3.1.13)
 - 6. Utilize a fully operational suicide prevention cell, if available.

- D. Positive characteristics to be practiced by detaining officers:
 - 1. Most important - Exhibit fairness.
 - 2. Show no favoritism.

3. Keep promises.
 - a. A broken promise is a lie - Only promise what you can deliver.
4. Use power and authority constructively.
 - a. Do not show authority/power for the sake of oppression.
5. Do not be condescending - Don't put people down.
6. Do not criticize people in public.
7. Answer questions - If you cannot answer the question, refuse with courtesy.
8. Ask, don't order - Instill cooperation.
9. Keep an open mind - Do not preach to the detainee.
10. Leave personal problems at home.
11. Don't yell or swear - Treat others as you would be treated.
12. * BE PROFESSIONAL *

NOTE: The above-listed positive characteristics are expected to be practiced by all officers when interacting with detainees, but are crucial when dealing with a suicidal detainee.

5. FIRST AID PROCEDURES FOR SUICIDE ATTEMPTS

- A. Police must attempt to render first aid to any injured person while in police custody. Latex gloves or other protection will be used whenever possible.
- B. An officer who discovers a suicide attempt by hanging should perform the following steps immediately:
 1. Extricate the victim, protecting their head and neck as much as possible. The victim will be held by one officer, while another officer cuts/removes the noose.
 2. Call Emergency Medical Services (EMS) immediately.
 3. Administer First Aid:
 - a. Monitor and maintain an open airway - if necessary, use the modified jaw thrust technique.
 - 1) Do not tilt the head back.
 - 2) Place your fingers behind the angles of the lower jaw.
 - 3) Forcefully bring their jaw forward.

- 4) Use your thumbs to pull their lower lip down to allow breathing through the mouth as well as the nose.
4. Give artificial respiration, if necessary, using a mask or oral barrier, while continuing maintenance of the airway through the use of the modified jaw thrust technique.
5. If there is no pulse, initiate C.P.R.
6. Assume that they have a spinal cord injury and treat them appropriately.
 - a. Place the victim flat on the floor with their head stable.
 - b. Do not let the victim or anyone else lift or twist their head.
 - c. Give the victim nothing to eat or drink, including medication.
 - d. Do not leave the victim alone.

NOTE: When necessary, refer to Directive 10.9, “Severely Mentally Disabled Persons,” which outlines procedures for possible involuntary commitment of suicide attempt victims.

BY COMMAND OF THE POLICE COMMISSIONER



APPENDIX "G"

Issued Date: 05-05-25	Effective Date: 05-05-25	Updated Date:
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**SUBJECT: TRANSPORTATION OF DETAINEES WHO HAVE A DISABILITY
(PLEAC 2.5.7, 1.10.6c)**

1. POLICY

- A. The Department is committed to ensuring that detainees requiring a wheelchair are transported in a safe manner. Personnel will exercise care when transporting all people with disabilities. In most cases, the Prisoner Disabled-Accessible Van (PDAV) will transport non-ambulatory disabled detainees (those requiring the use of a wheelchair). (PLEAC 2.5.7)
 - B. The PDAV will only be used for detainees who require the use of a wheelchair.
 - C. All detainees requiring a wheelchair will be transported to the Police Detention Unit (PDU) for processing.
 - D. The operation of the PDAV requires a minimum of two (2) officers.
-

2. DEFINITIONS

- A. Disability:
 - 1. A physical or mental impairment that substantially limits one or more major life activities. An individual with a disability also includes someone who has a "record of" such impairment.
- B. Major Life Activity:
 - 1. The process of caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.
 - 2. Activities of central importance to daily life include, but are not limited to, caring for one's self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. Major life activities also include the operation of major bodily functions, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological and brain.

3. TRANSPORTATION OF DETAINEES

- A. Detainee transport vehicles will be searched by the operator of the vehicle to ensure officer/detainee safety and prevent escape.
 - 1. Any vehicle used for detainee transport (district EPW, RPC, PDAV, detainee transport van, etc.) will be thoroughly searched for weapons, contraband, and/or implements to facilitate escape, prior to the beginning and at the end of each shift, as well as prior to and at the completion of the transportation of any detainee.
 - 2. Before removing any detainee from the location of arrest, or any district/unit, all detainees will be thoroughly searched by police officers of the same sex, regardless of any previous searches made.
 - 3. Wheelchairs and any attached compartments or pouches used by detainees will also be thoroughly searched, regardless of any previous searches made.
- B. Normal reporting procedures will be followed when any prohibited items are found and recovered during these searches.

4. TRANSPORTATION OF DETAINEES WHO HAVE A DISABILITY

- A. Arrestees with Disabilities (PLEAC 2.5.7)
 - 1. Personnel will exercise care when transporting detainees who have a disability that requires the assistance of an ambulatory device (e.g., crutch, cane, walker, wheelchair). Personnel will not lift or remove a person from a wheelchair unless that person has requested assistance in doing so. Personnel will not lift a wheelchair off the ground by hand while it is occupied, except in incidents where life-threatening circumstances exist.

NOTE: Personnel will be mindful of weapon retention when securing detainees.
 - 2. The fact that an arrestee is physically disabled does not in itself preclude the use of a restraining device (e.g., handcuffs, restraining straps, stretcher). However, handcuffing an arrestee to a wheelchair is prohibited.
 - 3. All detainees must be searched in conformance with department policy and procedure.

4. When an arrestee is accompanied by a service animal, a person identified by the arrestee should be contacted to take custody of the service animal. The service animal will be taken into custody, only when the service animal cannot be turned over at the scene of arrest to a person identified by the owner. Whenever a service animal is brought into the holding facility, a property receipt for safekeeping will be prepared, and the following guidelines will be adhered to:
 - a. If the detention of the arrestee is expected to be of a short duration, the service animal may be temporarily secured at the place of detention, and returned to the arrestee upon release.
 - b. If the detention of the arrestee is expected to be a longer duration (overnight, etc.), AND a person identified by the arrestee to take custody of the animal cannot be contacted, Philadelphia Animal Care and Control Teams (ACCT) will be contacted via Police Radio to arrange for temporary housing of the animal.
 - c. The property receipt will be updated to reflect the disposition of the service animal's status.

NOTE: It is recommended that the arrestee leave the animal with a trusted friend or family member. If none are available, many service animal owners have emergency contact numbers for the service animal agency or special caretaker.

**B. Requesting Special Transportation for NON-AMBULATORY detainees.
(PLEAC 2.5.7)**

1. Police officers will request the approval of a supervisor when it has been determined that a non-ambulatory (someone with full or partial paralysis or a disability requiring the use of a wheelchair) detainee who has a disability is in need of special transportation.
2. The patrol supervisor will assess the need for special transportation. If it is determined that the detainee is unable to walk under their own power and is operating a wheelchair, Police Radio will be contacted to dispatch the PDAV.
3. The requesting officer will provide Police Radio with the following information:
 - a. The number of detainees to be transported, as well as the number of males and females, if applicable.
 - b. The exact location.
4. Police Radio will dispatch the PDAV from the Police Detention Unit and provide the requesting officers with an estimated time of arrival.

5. The PDAV transporting officers will ensure that:
 - a. All transports are recorded on the Patrol Log and the PDU's PDAV Log.
 - b. They maintain control of the detainee who has a disability at all times in accordance with this appendix.

NOTE: Handcuffing, flex cuffing, or ankle cuffing a detainee who has a disability to a wheelchair or any part of a vehicle is prohibited.

- c. They escort the detainee who has a disability directly to the PDU for processing.
 6. The PDU will ensure that all officers assigned to operate the PDAV have been properly trained in the use of the vehicle and its hydraulic lift.

NOTE: The operation of the vehicle does not require special licensing. Refer to [Training Bulletin 19-03](#).
 7. The PDU will ensure that when not in use, the PDAV will be started weekly to ensure maximum battery life.
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5. TRANSPORTATION OF SICK OR INJURED DETAINEES (INCLUDING THOSE REQUIRING WHEELCHAIRS, CRUTCHES, AND WALKERS, ETC.,) (PLEAC 2.5.7)

- A. Police Radio will be immediately notified of the medical emergency regarding the sick or injured detainee who has a disability.
- B. Police Radio will immediately dispatch Emergency Medical Services (EMS).
- C. EMS will transport to the appropriate hospital.
- D. The guidelines of Directive 4.13, "Detainees in Hospitals" will be followed for procedures regarding injured or ill detainees.

NOTE: Handcuffing, flex-cuffing, or ankle-cuffing a sick or injured detainee who has a disability to a wheelchair or any part of the vehicle is prohibited.

6. SPECIALIZED TRAINING FOR PDAV OPERATORS (PLEAC 1.10.6 c)

- A. The Driver Training Unit will provide training for the operation of the PDAV, and will document and maintain the training and certification of all authorized PDAV drivers. All operators of the PDAV must receive the training from the Driver Training Unit prior to operation of the PDAV and must receive refresher training at least once every three (3) years. (PLEAC 1.10.6 c)

NOTE: All personnel will refer to [Training Bulletin 19-03, “New Prisoner Disabled-Accessible Van”](#) for further information.

7. DEAF AND HARD OF HEARING PERSONS

- A. Communications with Deaf and Hard of Hearing persons, upon arrest, will be conducted with hand gestures and by writing. Under controlled conditions and when safe to do so, arrestees who are deaf or hard of hearing should be restrained in a manner that allows for communication without jeopardizing the safety of the Department members, the arrestee, or others. If the person is to be interrogated, personnel must comply with the procedures set forth in Directive 5.23, “Interview and Interrogations.” Refer to Directive 7.20, “Deaf and Hard of Hearing Individuals – Providing Effective Communication” for additional information.
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BY COMMAND OF THE POLICE COMMISSIONER



APPENDIX "H"

Issued Date: 05-05-25	Effective Date: 05-05-25	Updated Date:
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SUBJECT: RELIGIOUS HEAD COVERINGS OF PERSONS IN CUSTODY

1. PURPOSE

- A. To provide PPD personnel with guidelines and expectations regarding the arrest and subsequent processing of individuals wearing religious head coverings.

2. POLICY

- A. It is the policy of PPD to respect the religious and privacy rights of individuals to the maxim extent permissible under the circumstances presented.
- B. It shall also be the policy of the PPD to provide for the personal safety of officers and arrestees in all circumstances.
- C. Subject to the provisions of this policy, arrestees shall be permitted to retain their religious head coverings while in the custody of PPD.
- D. PPD personnel will make reasonable accommodations to arrestees requesting religious head coverings in police custody. Such requests may result from an arrestee being taking into custody at a time their religious head covering wasn't worn (e.g.' haircut, hair salon, fitness activity, etc.).

3. DEFINITIONS

- A. **RELIGIOUS HEAD COVERING** - Head covering that appears to be related to a sincerely held religious belief, or that an arrestee advised is related to such (e.g., yarmulke, wig, habit, turban, kufi, headscarf, hijab, burqa, etc.).
- B. **OVAL OF THE FACE** - For the purpose of this procedure, the oval of the face is an individual's forehead, eyes, nose, mouth, chin and jawline.

EXAMPLES



- C. **UNCOVERED PHOTOGRAPH** - For the purpose of this procedure, a photograph taken at the divisional booking center with a prisoner's religious head covering removed, in private, and without the presence of other prisoners, by two (2) officers of the same gender, whenever there is reasonable suspicion that the prisoner has a distinguishing feature not otherwise fully visible that is of investigative value to the current arrest or investigation, or the prisoner was arrested outside their residence while not wearing a head covering.
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4. PROCEDURES

A. Arresting Officer shall:

1. Advise an arrestee that removal and search of a religious head covering will be conducted in a private space, without the presence of other prisoners and by two (2) officers of the same gender. Additionally, the arrestee shall be informed that a similar search, conducted in a similar manner, will take place upon arrival at the divisional booking center.
 - a. Officers in the field shall attempt to maximize the privacy of all such searches, based on resources available (i.e., a private room, rear of EPW/RPC, without the presence of other prisoners, etc.).
 - b. Such searches shall be documented by a Body-Worn Camera, consistent with Directive 4.21, "Body-Worn Cameras (BWCs)."
2. Perform a thorough search for weapons and contraband of the religious head covering, taking reasonable care to protect the sanctity of the head covering.
3. Allow the arrestee to retain the religious head covering, **unless**:
 - a. There is a reasonable belief, supported by *specific and articulable facts*, that the religious head covering is likely to be dangerous to life, or to be used for self-harm; **AND**
 - b. A police supervisor has authorized the withholding for safekeeping. Such action shall be documented/justified on the 75-48/A; **OR**
 - c. The religious head coverings are evidence or contain evidence of a crime, which needs to be preserved. In this case, the religious head covering may be seized for evidentiary purposes and placed on a Property Receipt, consistent with Directive 12.15, "Property Taken into Custody" (e.g. the religious head covering was distinct and used to identify the individual or the head covering contains evidence such as blood, etc.).

NOTE: If a religious head covering must be seized as evidence, officers shall make reasonable attempts to provide alternative head coverings for arrestee and document all actions taken on the 75-48/A. Alternate head coverings can be hats, scarfs, towels, or other articles that allow the arrestee to cover their heads, etc.

B. Divisional Booking/Corrections Officer shall:

1. Upon intake of an individual wearing a religious head covering, advise the individual that removal and search of the head covering will be conducted in a private space, without the presence of other prisoners and by two (2) officers of the same gender.
2. Perform a thorough search for weapons and contraband of the religious head covering, taking reasonable care to protect the sanctity of the head covering.
3. Allow the arrestee to retain the religious headgear, **unless:**
 - a. There is a reasonable belief, supported by *specific and articulable facts*, that the head-gear is likely to be dangerous to life, or to be used for self-harm; AND
 - b. A police supervisor (ORS or DBC Supervisor) has authorized the withholding for safekeeping. Such action shall be documented on the district S&R, and property shall be secured with the arrestee's property bag; **OR**
 - c. The religious head coverings were seized as evidence.

NOTE: If the religious head covering was seized temporarily for safety reasons or as evidence, the individual will be provided a disposable alternative.

4. Arrestees shall be permitted to retain/wear religious head-coverings while being processed, unless otherwise noted above.
5. Whenever taking a photograph/mugshot of the arrestee:
 - a. Allow the religious head covering to remain in place, so long as the oval of the face (eyes, nose, mouth forehead, cheeks, chin, and jawline) remains visible in the photograph.
 - 1) Religious head coverings that obscure the oval of the face will be adjusted or removed, if necessary, to expose the oval of the face.
6. Uncovered photographs shall not be permitted, **unless:**

- a. There is a reasonable suspicion that the arrestee has a distinguishing feature not otherwise fully visible with the religious head covering in place (i.e., unique hair color, tattoos, piercings, visible injury/scars, birthmarks) that is material to the current investigation/arrest; **OR**
 - b. There is a reasonable suspicion that the arrestee committed the crime outside of their residence, while not wearing a religious head covering.
7. Any request to capture an uncovered photograph will be authorized by the on-duty ORS or DBC Supervisor. The ORS or DBC Supervisor will ensure the requisite reasonable suspicion exists prior to granting authorization for the uncovered photograph. The Supervisor's approval or disapproval will be entered into the S&R. If authorization for the uncovered photograph is granted, the authorizing Supervisor will ensure:
- a. the uncovered photograph is taken in a private area, free from visual observations of prisoners and unnecessary police or corrections personnel.
 - b. two Police or Corrections Officers, of the same gender, is assigned to take the photograph.
8. Issues related to this policy shall be directed to the Divisional Booking Center Headquarters, Records & Identification Unit, (215) **XXX-XXXX**.

BY COMMAND OF THE POLICE COMMISSIONER
