

STANDARD OPERATING PROCEDURE CHANGE



Subject
Standard Operating Procedures for
Holding Facilities

Series	Number
06	01

Effective Date
December 20, 2006

DISTRICT OF COLUMBIA

I. REMOVE: Pages 13, 14

INSERT: Pages 13,13a,14 and 14a
(Revised 12/15/06)

II. RESCIND:

ADD: N/A

III. NOTES:

1. Section III.G.3.a(3) has been revised to include procedures increasing the frequency of physical observation involving "at-risk" prisoners at holding facilities. The increased frequency aids in ensuring the safety and welfare of the prisoner. The section now reads:

- (3) The physical observation of the prisoner in the holding cell every thirty minutes. For "at risk" prisoners, a physical observation shall be conducted every ten (10) minutes. (CALEA 72.8.1)

IV. RESCISSION OF OTHER DOCUMENTS: N/A

A handwritten signature in black ink, appearing to read "Charles H. Ramsey".

Charles H. Ramsey
Chief of Police

CHR:SOA:DAH:DEP:pas

4. At least one or more signs shall be posted in the cellblock area to advise prisoners how to request emergency medical assistance. The signs shall be written in English and any other language prevalent in the district's service area. (CALEA 72.6.4)

G. Facility Inspection

1. The incoming station supervisor shall conduct a thorough inspection of the holding area and of all equipment to include ensuring that the positioning or control of the cameras reduces the possibility of invading a prisoner's personal privacy. (CALEA 72.8.2)
2. The station supervisor shall ensure that measures are taken to keep the holding areas clean and/or fumigated for control of pests. The station manager shall be notified when a problem surfaces about cleanliness and pest control. He/she shall forward a request to Facilities Management to handle the problem. (CALEA 72.3.3)
3. The station supervisor assigned to each watch shall ensure that the following inspections are conducted and document findings in the inspection log, at the times specified below:
 - a. The following daily inspections shall be documented on the PD Form 150 (Tour of Duty Supervisor Report):
 - (1) An actual prisoner count shall be conducted at the beginning and end of each watch; (CALEA 72.8.1)
 - (2) Unoccupied cells and other areas where prisoners have access are inspected for weapons and contraband;
 - (3) The physical observation of the prisoner in the holding cell every thirty (30) minutes. For "at risk" prisoners, a physical observation shall be conducted every ten (10) minutes; (CALEA 72.8.1)
 - (4) The inspection of the automatic fire detection devices, alarm systems and equipment to ensure that the devices are present, appear to be in normal condition, and are accessible and not blocked;
 - (5) A check for sanitary conditions to ensure that the cells are clean and conditions conducive to the harboring or breeding of pest are eliminated.

- b. The following weekly inspection shall be documented on the PD Form 150 (Tour of Duty Supervisor Report):
 - (1) A weekly visual inspection of the fire equipment (e.g. extinguisher) shall be conducted and semi-annual testing of fire equipment. (CALEA 72.3.1-a)

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- (2) First aid kits shall be checked weekly and replenished as necessary. This inspection check shall be documented on the PD 150 (Tour of Duty Supervisor Report) (CALEA 72.6.2)
 - (3) A general security inspection of the entire facility, to include looking for contraband, weapons and to identify defective and/or broken equipment and areas that are in need of repair. (CALEA 72.4.6)
 - (4) Any breach of security and any problems observed within the facility.
- c. All discrepancies shall be noted and the appropriate unit within the Department shall be notified, when appropriate.
 - d. Testing of fire detection devices, alarms and equipment as required by D.C. fire Code. (CALEA 72.3.1-b)
- H. The Office of Quality Assurance is accountable for inspecting the operation of the booking facilities, to ensure strict compliance with the booking SOP and other related directives. The Office of Quality Assurance shall:
1. Conduct scheduled quarterly audits of the booking facilities and document findings, such as the time taken to complete procedures; staffing issues, compliance to the procedures as defined in this SOP, proper treatment and handling of prisoners, etc.
 2. Conduct unannounced, random audits of the booking facilities and document findings.
 3. Submit formal reports of the findings from these audits that will be forwarded to the Chief of Police, through the Executive Assistant Chief of Police.

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