This order consists of the following numbered sections:

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October 1, 2007
General Order 820.1
Detention Facility

I. AUTHORITY AND RESPONSIBILITY

A. The Detention Section of the Operational Support Division (OSD) is responsible for the booking, processing and short-term detention of adult male detainees arrested by Greer Police Officers or ordered detained by the Greer Municipal Court. Detention Officers, or police officers serving as Detention Officers, are under the command of the OSD Commander and Sergeant, who shall be responsible for all activities of the Detention Section. In the absence of the OSD Commander and Sergeant, the Detention Section functions will be supervised by the on-duty Patrol Supervisor.

B. The Greer Police Department Detention Facility is a Type I facility as defined by the South Carolina Department of Corrections. Under that definition, detention in the facility will not exceed forty-eight (48) hours. The facility is routinely inspected by SCDC and has been deemed to be in compliance with SCDC standards pertaining to the adequacy of lighting, fresh air circulation, beds and bedding and access to toilets, drinking water and showers.

II. DETENTION FACILITY

A. The Greer Detention facility is equipped with twelve cells which are designed for and restricted to single occupancy. In the event of mass arrests, supervisory personnel will follow the mass arrest/processing procedures found in the Department’s Civil Disturbance and Natural/Manmade Disaster Plan. Single arrests which are made during periods when the facility is full will be booked, processed and transported to the appropriate County facility within six hours of the arrest.

B. The holding cell located in the detainee-processing area may be utilized for the short-term detention of no more than five detainees. As a rule, detainees should not be held in the holding cell for longer than six hours.

C. All external Detention facility doors will be locked as soon as a detainee is escorted into the facility and whenever a detainee is in the processing area. When all detainees are secured in either the cell block or the holding cell, the Front Desk door may be unlocked. The back door to the Detention Facility will remain closed and locked at all times.

D. The detainee will be thoroughly searched in the presence of the transporting officer and all personal property inventoried and listed on the Booking Sheet. The detainee will sign the Booking Sheet acknowledging the correctness of the inventory. All non-clothing items including belts, suspenders, shoe laces, tobacco products, matches and lighters will be removed from the detainee and placed in an envelope labeled with the detainee’s name, assigned identification number and cell number.

E. All money removed from the detainee, regardless of amount, will be counted by the Detention Officer in the presence of the transporting officer who will both verify the amount by initialing the booking sheet next to the appropriate box. The money will be listed by denomination and total amount on the booking sheet. The Detention Officer will place the money in a plastic bag separate from other property, heat seal it and initial across the seal. When the amount of money is $300 or more, the Detention Officer will contact the on duty Supervisor who will physically count the money separately from the Detention Officer’s count and both will initial across the heat seal. If the plastic bag should be opened for any reason, i.e. for the release of a portion of the money to a third party, it should then be re-sealed with the Detention Officer’s and in the case of $300 or more, the on duty Supervisor’s initials.
F. All personal property removed from a detainee, including money in a sealed bag, will be secured in a locked locker. The number of the locker will correspond with the detainee’s cell number. Upon release, the detainee’s property will be compared to the inventory taken at the time of booking. The detainee will sign the Booking Sheet acknowledging receipt of all property. All property released to a third party must have the written authorization to release by the prisoner. This written authorization can be in the form of a brief notation on the booking sheet stating the intent to release the property followed by the prisoner’s signature. At no time will anyone other than the Detention Officer, Police Officers relieving the Detention Officer or the on duty Supervisor take part in the transfer of inmate property to a third party.

G. Strip searches will only be conducted if authorized by a Supervisor and only when a reasonable belief exists that the detainee is concealing a weapon or contraband. Strip searches will always be conducted by two officers of the same sex as the detainee and will be conducted in a private area of Detention Facility with the detainee out of the view of the cameras. However, whenever possible, the officers should remain in view of the cameras. The authorizing Supervisor will document the search and the circumstances requiring it on a Strip Search Report form which is forwarded to the OSD Commander. Body cavity searches require a search warrant and will only be conducted by authorized medical personnel at the Emergency Room. To avoid destruction of the suspected item, the detainee must be under constant observation until the search. A same sex officer may stand by while the body cavity search is being conducted. Body cavity searches will be documented in the Incident Report.

H. A Booking report and Medical Screening form will be completed prior to the detainee being placed in the Cell Block detailing arrest information and relevant medical information including current health, medications taken, behavior including state of consciousness and mental state, markings, bruises, the reported presence of tuberculosis, hepatitis, venereal or other communicable disease. Those detainees reporting that they have active tuberculosis will not be brought into the Facility. They must be transported directly to the appropriate County facility, bonded by a Municipal judge while in the vehicle or sally port area, or released on own recognizance. Detainees with non air borne communicable diseases may be booked in the Facility and transported to the appropriate County Facility. A detainee with a known non air borne communicable disease should be isolated in the booking cell until the booking and arraignment process is complete and should not be placed in the cell blocks. The transporting officer must advise the County facility of the communicable disease upon arrival.

All records pertaining to the detainee which are not matters of public record will be safeguarded by detention personnel to avoid unauthorized release of information. At the beginning of each month, the preceding month’s records will be archived in the Records Room which will remain locked and has limited access. The current month’s records will be maintained in the Booking Area of the Detention Facility which is monitored by the Detention Officer and is under video surveillance.

I. Any detainee who is injured to the extent that treatment is required, who appears acutely ill, or who is in a stupor or coma, even though the apparent cause is intoxication, shall be transported to Greer Memorial Hospital and examined by a physician prior to admission to rule out the possibility of brain injury or organic disease as a cause of the apparent disability. No contact with anyone except hospital personnel involved in treatment is permitted during the detainee’s stay in the hospital. The Shift Sergeant may permit the detainee to have contact with his/her attorney after all circumstances, such as, officer safety and length of time the detainee will be kept in the hospital have been considered.
The police officer must remain with the detainee during any attorney visits. Once admitted with medical authorization, they will be kept under constant observation by the

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Detention Officer until such time as they have completely recovered from the stupor or coma. If a detainee’s condition deteriorates or recovery is not complete within eight hours, the detainee will be transported back to the hospital for further examination and treatment. Detainees who are disabled and require special accommodations will not be housed in our Facility and will be transported to the appropriate County facility as soon as possible.

J. Once detainees have been booked and photographed, they will be dressed in a jail uniform, all other clothing, with the exception of socks and underpants, must be taken from the detainee and stored with their other property. The Detainee will then be placed in an assigned cell. Detainees will not be handcuffed or secured in any way to fixed, immovable objects. Detention officers will conduct a search of each cell for weapons and contraband immediately before it is occupied and as soon as it is vacated.

K. Females and juveniles will not be detained in the Cell Block of the Greer Detention facility. They will be booked and processed and then transported to an appropriate facility or released according to procedure.

1. In no case will a female or juvenile be detained beyond six hours.

2. During the time they are in processing, they will be separated by sight and sound from the adult male population and held in the Holding Cell. All male adult detainees will be removed from the Booking Area/Holding Cell and placed in the Cell Block prior to a juvenile entering the Booking Area. The door to the Cell Block will be shut anytime a juvenile is in the facility.

3. Offenders will not be placed in holding cells with members of the opposite sex and juveniles will not be placed in a holding cell with adults.

4. Status offenders shall not be held in a secure area at any time. They are to be held in the Roll Call Room and guarded by a police officer until such time as they are released or transported.

5. Juvenile offender’s booking records shall be kept separate from adult records.

L. Detention Officers will use the audio/video system to monitor detainee welfare and conduct and to communicate with detainees without entering the cell area.

M. Detention Officers will visually check the welfare and security of detainees every 30 minutes and document the inspection on the appropriate log.

N. Detainees who become ill or injured while in detention will be examined by Greer Fire Department first responders or EMS personnel. If circumstances warrant, EMS will be requested to transport the detainee, accompanied by a police officer, to Greer Memorial emergency room for examination and treatment. The escorting officer will remain with
the detainee at all times while out of the Detention Facility for treatment. No contact with anyone except hospital personnel involved in treatment is permitted during the detainee’s stay in the hospital. The Shift Sergeant may permit the detainee to have contact with his/her attorney after all circumstances, such as, officer safety and length of time the detainee will be kept in the hospital have been considered. The police officer must remain with the detainee during any attorney visits. In the event medical procedures require the detainee to be out of the officer’s sight, the officer shall remain as close as possible to the area occupied by the detainee and will request that attending medical personnel keep the officer informed of the status and location of the detainee. The Patrol supervisor should be notified if this eventuality occurs. A first aid kit is available in the facility. It will be subject to a documented weekly inspection and replenished as necessary. The facts and circumstances pertaining to the illness or injury will be noted on the detainee’s medical form. Additionally, next of kin will be notified in cases involving serious illness, injury, death or attempted suicide.

O. Detainees who have prescription medication will be provided the prescribed dosage if the medication is in a properly labeled prescription container and the contents have been identified by hospital or pharmacy personnel. Detention Officers will note what medication was provided and when on the detainee medication form. No medication, prescription or non-prescription, will be retained by the detainee during the period of confinement.

P. Access to the detention facility is limited to detention personnel, employees acting as detention officers, on-duty police officers, command and supervisory personnel, emergency medical technicians, fire department first responders, maintenance personnel under escort and on official business, and the Ministerial Recorder.

Q. Detainees receive 24 hour supervision and are counted face to face once per shift.

R. A positive photographic identification will be made prior to releasing any detainee.

III. SECURITY AND MAINTENANCE

A. Firearms are prohibited in the Detention Facility at all times when detainees are present in the facility. Transporting officers will secure their weapon in the trunk of the police vehicle prior to removing the detainee from the vehicle. Officers inside the Police Department will lock their firearms in the gun lockers at the Front Desk prior to entering the Detention Facility. Pepper spray, Tasers and ASP batons may be carried within the facility for defensive purposes. In the event of a disturbance within the facility, the decision to enter with firearms rests with the OSD Commander, Captain or Chief of Police and will be made after careful consideration of the circumstances then existing within the facility.

B. The Interview Room is to be considered part of the Detention Facility; however, it is not to be used as a holding area for any detainee. At no time is a detainee, suspect or witness to be left alone in the Interview Room, a Detention or Police officer must stay in the room with them. No detainee, suspect or witness will be placed in the Interview Room until they have been thoroughly searched. Items brought into the Detention Facility by a witness or searched. No contraband or weapons will be permitted in the Detention Facility. Firearms are not permitted in the Interview Room and must be secured either in the trunk of the Officer’s vehicle or in the Firearm Lockboxes at the Front Desk.
Witnesses and suspects not under arrest will be immediately searched and placed in the Interview Room, they are not to be left in the Processing Area, and will not be allowed to enter the Detention Facility until such time as the person conducting the interview is ready to begin the interview. Only one suspect, witness or detainee is permitted in the Room at one time. No more than two officers will be in the interview room at one time unless unusual circumstances require more. Officers will wear a portable radio on their person at all times while in the Interview Room to enable them to summon emergency assistance and/or report distress.

No interaction between suspects, witnesses and detainees will occur within the Detention Facility at any time. Witnesses/Victims asked to identify suspects or detainees will view them through the two-way mirror. It is necessary to turn off the light and shut the door of the Viewing Room to utilize the two-way mirror. The Victim/Witness should be placed in the Viewing Room prior to the suspect/detainee being placed in the Interview Room. No victim or witness may be left in the Viewing Room alone. Persons being interviewed will be permitted access to restroom, water and comfort breaks as requested.

C. Detention Officers will wear a portable radio on their person at all times while on duty to enable them to summon emergency assistance and/or report distress.

D. Detainees will not be permitted to have visitors during their period of detention. They will, however, be permitted to consult with attorneys in the Court’s Interview Room.

E. Detention Officers will inspect the facility at the beginning of each tour of duty. Such inspection shall address security concerns, cleanliness and evidence of vermin or pest infestation. Deficiencies will be documented on the appropriate inspection report and the OSD Commander will be immediately notified so that corrective action can promptly be taken. The OSD Commander will maintain all inspection reports on file. The facility will be treated by a pest control specialist on a regular basis.

F. All storage areas and vacant cells will be kept locked when not in use.

G. Detainees who are known to be an escape risk, suicidal or prone to violence against authorities will not be detained at the Greer Police Department but, rather, transported immediately after processing to the appropriate County facility.

H. Except in extreme emergencies, Detention Officers shall not enter an occupied cell unless accompanied by a second officer.

I. No food, packages or mail will be received by detainees during their confinement in the facility. Attempts to deliver such material will be refused. Detention officers and police officers serving temporarily as detention officers are prohibited from accepting from, or presenting to, a detainee, the detainee’s family, or any other person, loans, favors, or gratuities on behalf of the detainee.

J. All detainees will receive three hot meals during each 24 hour period of confinement. The on-duty Detention Officer shall ensure that all eating utensils are collected and accounted for.
after each meal.

K. Emergency keys which will fit both interior doors to the facility are located on the board at the Front Desk and attached to the Front Desk Detention Facility door. Swipe Card access is on exterior doors and the Sally Port.

L. Outside maintenance personnel will be escorted at all times while in the facility and the escorting officer will ensure that all tools and equipment brought into the facility by maintenance personnel are removed when those personnel depart.

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M. The OSD Commander will personally conduct a documented weekly security inspection searching for weapons and contraband. A record of such inspections will be maintained on file in the OSD Commander’s office.

N. The OSD Commander will ensure that an incident report is completed and an investigation conducted on all incidents which threaten the facility or any person-employee or detainee-therein.

O. No detainee will be supervised by another detainee.

P. Video monitoring cameras will be positioned in such a manner that they do not invade the personal privacy of detainees. They will monitor the area outside the cells only, with the exception of the Holding Cell, the Interview Room, and the Data Master room, and will not monitor the shower area. Showers will be monitored by a detention officer or police officer of the same sex as the detainee. If a female detention officer is on duty, a male police officer from the patrol shift will supervise showers. The officer will remain in the detention area during detainee showers.

Q. Detainees leaving the confines of the detention facility even temporarily, for any reason, shall be searched prior to leaving and/or before re-entering the facility.

R. Once detainees have been admitted to the facility, restraints such as handcuffs, chains and straightjackets shall not be used except:
   1. As a precaution against escape during transport;
   2. On medical grounds by direction of a physician;
   3. By order of the OSD Commander to prevent a detainee from injuring himself or others.

S. No detainee, either under arrest or turning themselves in on a warrant, will be permitted the Detention Facility lobby without being handcuffed and searched prior to entry. No detainee, either under arrest or turning themselves in on a warrant, will be left unattended in the Detention Facility lobby.

T. Cleanliness of the facility is the primary responsibility of the City’s custodial personnel who clean the area daily. On weekends, holidays and those days when the custodial staff is not on duty, responsibility for the cleaning of the Facility rests with the on-duty Detention Weekly sanitation inspections by the OSD Commander or Sergeant will be completed.
and documented on the monthly report. Treatments by a pest control professional are done on a routine basis and as needed if a pest problem is detected.

IV. FIRE PREVENTION/EVACUATION

A. Matches and lighters will be removed from detainees upon their arrival at the facility.

B. The building is protected by a fire alarm with a control box located at the front desk. The alarm is visually inspected by the OSD Commander weekly and tested once a month. The system is inspected by a fire system professional annually. A monthly fire alarm drill review will be conducted by every Detention Officer and documented on the monthly report.

C. Commercial grade fire extinguishers are wall mounted in the Data Master room, at the Front Desk and at the entrance to the Cell Block. They are visually inspected on a weekly basis by the OSD Commander and tested annually by an authorized technician. The City Fire Marshall will inspect the fire prevention equipment as established by local fire codes.

D. A written evacuation plan is posted in the facility as well as signs identifying emergency exits.

E. If the need exists to evacuate the holding area, the Detention Officer will first alert the dispatcher of the emergency and request code three assistance from Patrol personnel. The detainees will be handcuffed and promptly removed through the rear exit door and into the Sally Port. It shall be the responsibility of the Patrol Division Squad Supervisor to ensure that there are an adequate number of officers to properly control the detainees while they are out of the facility.

V. TRAINING

All Detention Officers are trained and certified by the South Carolina Criminal Justice Academy and receive regular mandated in-service training to maintain their certification. Only those police employees who have successfully completed the mandated pre-service training course shall be used as relief officers. Such training shall include fire suppression techniques, use of the Scott Air-Pack, and A.E.D. All such training will be documented in the Departmental training records.

VI. DETAINEE RIGHTS

A. Detainees have the right to a timely court appearance. The Municipal Ministerial Recorder will conduct bond hearings daily, including weekends and holidays. Detainees will be taken before the Ministerial Recorder at the first opportunity to do so. No cash will be accepted or received by the Detention Officer. It will be the responsibility of the Ministerial Recorder to maintain and deposit all monies received for bond. Individuals appearing at the Detention Facility to post bond during non-working hours will be notified of the time of the next Ministerial Recorder appearance and directed to return at that time.

B. Detainees shall have reasonable use of the Booking Area phone to arrange for bail and to consult with an attorney. Bail bondsmen are posted in the Detention Facility and attorney phone numbers are in the phone book. The detainee may call a private citizen to arrange bail, but as their cell phone is considered contraband within the Detention Facility, their cell phone cannot be used to look up numbers, text or call anyone. The detainee’s cell phone will remain secured with the detainee’s belongings. As the Detention phone is in an open area, a notice will be displayed at the telephone informing detainees that telephone calls are subject to be monitored by Detention personnel.
C. Detainees have the right to confidential access to an attorney. In the event an attorney appears at the Detention Facility to confer with a client housed there, the detainee will promptly be informed of such arrival. If the detainee wishes to talk to the attorney, he will be allowed to do so through the glass partitioned holding area. The attorney will not be allowed physical interaction with the detainee and will not be permitted into the Detention Facility. The conversation between the detainee and attorney, in the Detention Facility, is a privileged communication and will not be monitored by any Greer Police employee.

D. Detainees housed in excess of twenty-four hours have the right to a shower.

E. Detainees have the right to file a grievance with the OSD Commander pertaining to treatment received from Detention Officers. Such grievance shall be in writing and shall be immediately delivered to the OSD Commander with a copy going to the Captain and Chief of Police. The OSD Commander will investigate and formulate a written decision within 24 hours of receipt. After review by the Captain or Chief of Police the written decision will be provided to the detainee.

F. Detainees have the right to avoid any unsolicited counseling. Inasmuch as Greer Police employees are not trained counselors, they are prohibited from engaging in conversations with detainees wherein any kind of counseling, legal, religious or otherwise, is offered. Detention Officers will not discuss the merits of the charge against the detainee or any material fact stemming from the events or investigation leading to the charge.

VII. UNUSUAL INCIDENTS

The Operational Support Commander shall be notified immediately of all unusual incidents which involve or endanger the lives or physical welfare of detention officers or detainees. They will also be recorded in the daily log and retained. Unusual incidents shall include:

A. Deaths occurring in the facility will be reporting immediately to the Greenville County Coroner and to the Jail and Prison Inspection Division of SCDC. A written report will be forwarded to SCDC on a form provided by them within 72 hours. SLED will also be contacted to investigate any such occurrence.

B. Attempt suicides will be investigated by CID, made a part of the detainee’s record and reported to SCDC by telephone to the Jail and Prison Inspection Division of SCDC on the day it occurs and in written form within five days.

C. In the event an escape from the Detention facility occurs, the Detention Officer on duty will immediately notify the Communications Section. The dispatcher will immediately send appropriate units, including the Patrol Squad Supervisor, to the vicinity of the facility where the supervisor will organize and begin search operations. The Command Staff, including the Chief of Police will also be immediately notified. As soon as practical, the Detention Officer, accompanied by additional officers, will inspect the facility, including cells, to evaluate the extent to which security has been compromised. If necessary, remaining detainees will be transported to the appropriate County facility. Officers involved in the search will continue the search until relieved by higher authority. The CID Commander will respond and initiate a
criminal investigation of the escape. Detainees who escape and are re-captured or
involved in unsuccessful escape attempts will be transferred to the appropriate
County facility after being charged and booked as deemed appropriate by the CID Commander.
The incident will be reported by telephone on the day it occurs to the Jail and Prison Inspection
Division of SCDC and in written form within five days. These reporting requirements also
apply to attempted escapes.

D. Any fire which causes property damage in excess of $50.00 or which causes evacuation of a
cell or any portion of the facility or medical attention for a staff member or detainee will be
fully investigated by CID and reported by telephone on the day it occurs to the Jail and
Prison Inspection Division of SCDC. A written report will be forwarded to SCDC within five
days.

E. Riot or disturbance, battery on a staff member, battery on a detainee requiring medical
attention and reported sexual assaults will be immediately investigated by CID and reported
to SCDC as in paragraphs B, C, and D above.

F. Serious infectious disease within the facility for which the medical protocol indicates or
requires special procedures will also be reported to SCDC as in B, C, D, and E above.

G. In the event a hostage is taken within the facility, the Patrol Division will cordon off the
building, secure all exits and request the assistance of the Greenville County SWAT team.

H. The Chief of Police and the Command staff, will be immediately notified as will the
Department’s or Greenville County Sheriff’s Office’s hostage negotiators.

I. In the event of a natural disaster which damages or threatens the facility, detainees will
be removed as expeditiously as possible and transported to the appropriate County
facility.

J. In the event of a power failure, the Detention officer will be positioned inside the facility
with supplemental and auxiliary lighting. The detainees will remain under direct control of
the Detention Officer until power is restored. The generator will be tested weekly and
the tests documented on the Monthly Report.

K. The Detention Officer will request the Detention Supervisor to make a disc recording of
the video tape when any unusual occurrence listed above, as well as other incidents,
such as hostile or threatening behavior by a detainee; a detainee reporting an illness or injury;
use of any control technique; the booking of a detainee that would garner the interest of
the media; whenever a detainee threatens civil action against the Department; and any
other type of incident the Detention Officer feels needs video documentation occurs. This
request will be in writing and will include the detainee’s name, the time and date of the
occurrence and reason the video tape should be copied. The request must be given to
the Supervisor, or if he is not on duty, placed in the Detention Supervisor’s mailbox prior
to the end of the Detention Officer’s shift.