



GREENVILLE COUNTY
SHERIFF'S OFFICE

GO - 246

GENERAL ORDERS

PROCESSING AND TEMPORARY DETENTION

PURPOSE:

Temporary detention facilities are any areas that are designed for the purpose of processing, testing, or temporary detention. The detainees in these areas should only be kept for as long as necessary to complete the required task and will be closely monitored at all times. The ultimate goal of this General Order is to ensure the safety of the detainee as well as the deputies in these areas.

AUTHORIZED PROCESSING AND TEMPORARY DETENTION AREAS:

At this time, there are only two authorized processing or temporary detention areas, available to deputies in the Detention Center: (1) the Breathalyzer area; and (2) the holding cells.

USE OF PROCESSING AND TEMPORARY DETENTION AREAS:

The following procedures will be followed anytime a processing or temporary detention area is used:

- All firearms will be secured prior to entering the area.
- The arresting deputy will be responsible at all times for the safety and supervision of the detainee.
- The arresting deputy is responsible for the processing, searching, and temporary detention of the detainee.
- Male and female detainees will be kept separate at all times in these areas.
- In the event that a juvenile needs to be placed in one of these areas, the arresting deputy must ensure that no adults are in the facility during the time the juvenile is present.

In addition to the above requirements, when using the Breathalyzer area specifically:

- The reason the facility was used will be documented in the incident report as well as any meals provided while in the facility.
- The date and time in and out of the facility will be documented in the incident report.
- At no time will unattended detainees be placed in a locked area or restrained to a fixed object while in the processing or temporary detention areas.

**INTAKE PROCESSING
AND USE OF HOLDING
CELLS:**

Whenever possible, deputies must complete a Temporary Law Enforcement Commitment form (which must list the suspect's charge), along with a Pre-Detention Checklist, and immediately turn the detainee over to the Detention Center staff in the intake area. The deputy will then complete any required paperwork applicable to the detainee (such as warrants, tickets, *etc.*). After said paperwork is completed, the deputy will then provide the Detention Center with an updated Temporary Law Enforcement Commitment form, to include any new warrant or ticket numbers.

Holding cells should only be used in limited circumstances, namely when there is a backlog of intake processing. Anytime a detainee is in a holding cell, at least one deputy must be present and monitoring the holding cell(s). No detainee shall be left out of sight or unsupervised at any time while in the holding cells.

**SECURITY CONCERNS
FOR ALL PROCESSING
AND TEMPORARY
DETENTION AREAS:**

In all temporary detention areas, some detainees are a potential threat to themselves as well as to deputies. To ensure the safety of all, the following guidelines will be adhered to:

- No detainee will be left out of sight or unsupervised at any time while in the processing or temporary detention area to prevent escape;
- Only deputies that have a legitimate need to access the area or the detainee will be authorized to enter the facility;

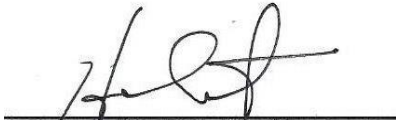
Processing or temporary detention areas will be equipped with a panic or duress alarm as well as video and/or audio monitoring for officer safety.

The use or possession of any ignition source in the processing or temporary detention areas is prohibited. These areas will have a posted fire evacuation plan as well as be equipped with fire suppression equipment.

Processing and temporary detention areas will be well lit and access to restrooms and water will be in or near these areas.

These areas will be inspected on a quarterly basis by a position decided by the Sheriff to ensure that no unsafe conditions are present or developing. On an annual basis, the Accreditation Manager will conduct an administrative review of the areas to ensure that these procedures are being followed and adhered to.

All sworn personnel will receive initial training through the Field Training Program on these areas and at least once every three years, the Division Commanders will provide refresher training to ensure compliance with this policy.



Hobart Lewis, Sheriff