


HAVERFORD TOWNSHIP POLICE DEPARTMENT OPERATIONS MANUAL		
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Chapter: Three – Staff Support Responsibilities		Section: One – Cell Areas
Chief of Police: <i>John F. Viola</i>		

SUBJECT: CELLS AND TEMPORARY HOLDING AREAS

I. PURPOSE

The purpose of this Directive is to establish guidelines for the operation, security and oversight of the cells and temporary holding areas, as well as training of personnel involved in those duties.

II. POLICY

The arrest and detention of individuals are a regular occurrence with the police department. As a result of these occurrences there is a need to provide an adequate facility for the temporary detention of detainees while they are in police custody. It shall be the policy of this Department to afford the highest degree of safety for detainees, personnel and the public through appropriate procedures for the cells and temporary holding areas within the Haverford Township Police Department. This Directive shall be partnered with Directives 2.5.1 Prisoner Transport, 3.1.9 Detainee Intake Procedures, Directive 4.7.1 Handling and Custodial Care of Juveniles, and Directive 4.4.1 Processing – Fingerprinting and Photographs that cover all aspects of Detainee interaction with this department.

III. PROCEDURES AND REQUIREMENTS FOR THE CELL AREA

A. Training

1. All personnel assigned/ authorized to monitor, house or move detainees in the cell area shall receive entry-level training on cell operations to include:
 - a) Cell operations, policies, and procedures.

- b) Fire suppression and emergency equipment and procedures.
 - c) First aid and CPR.
 - d) Situational awareness and personnel safety.
- (PLEAC 3.1.1)
2. Re-training for personnel assigned/ authorized for these duties shall be conducted at least once every accreditation cycle)
- (PLEAC 3.1.1)

B. Cell Operations

1. Minimum Physical Conditions

- a) While detainee(s) are being detained in the cell area the following conditions shall be maintained:
 - (1) Lighting in the cell area shall remain on at all times;
(PLEAC 3.1.2 a)
 - (2) When the temperature exceeds ninety degrees (90°) or the air is stale in the cell area the exhaust fan shall be turned on until the temperature is reduced below ninety (90°) or the stale air has been exhausted;
(PLEAC 3.1.2 b)
 - (3) The water for the toilet and drinking fountain shall be turned on and remain on while the detainee occupies the cell. A detainee damaging or attempting to overflow or overflowing the toilet or wash basin shall have the water shut off;
(PLEAC 3.1.2 c, d)
 - (4) Detainees detained in the cell for a period of time exceeding eight (8) hours will be afforded a bed and the use of the wash basin facilities in the cell;
(PLEAC 3.1.2 e, f)
 - (a) The arresting officer shall ensure that every effort is made to have any detainee, not eligible for release under rule 519, receive an arraignment before the expiration of the eight (8) hour time period.
 - (b) The eight (8) hour time period shall begin when the detainee is placed in the cell and not from the time of the initial detention or arrest.
 - (5) The Department shall comply with any other standards required under the laws and regulations of the Commonwealth of Pennsylvania or ordinances of the Township of Haverford.

2. Safety, First Aid Kits and Fire Prevention

- a) The cell area is equipped with an automatic fire alarm system with a heat and smoke detector system, fire fighting equipment, and a first aid kit.
(PLEAC 3.1.3)
- b) The following safety and fire prevention practices shall be utilized as required by this directive, local fire code and state law:
 - (1) Smoking within the police department is prohibited.
 - (2) A daily visual inspection of the cell area, first aid kit and automatic fire detection devices and alarm systems shall be conducted by the on duty patrol supervisor to ensure that the required equipment is present and functional.
(PLEAC 3.1.3 a)
 - (a) Supervisors shall report any missing or faulty equipment or facilities to the building facilities coordinator as soon as possible.
 - (b) Supervisors shall ensure the Department Daily Inspection Report is updated making a notation of any equipment or facilities of the cell area that are, or appear to be missing or not functioning properly.
(PLEAC 3.1.18)
 - (3) A weekly documented physical inspection of the cell area, first aid kit and a visual inspection of the firefighting equipment shall be conducted by the building facilities coordinator.
(PLEAC 3.1.3 b) (PLEAC 3.1.18)
 - (4) The building facilities coordinator shall ensure any missing items from the First Aid Kit are replenished.
(PLEAC 3.1.18)
 - (5) All inspections shall be conducted on Appendage #A Holding Cell Daily / Weekly Inspection.
 - (6) An annual documented testing of the automatic fire detection devices, alarm safety systems and firefighting equipment shall be conducted by the appropriate Township Codes Officer or approved commercial certification company.
(PLEAC 3.1.3 c, d)

3. Emergency Evacuation Procedures

- a) In the event of an emergency in the cell area officers' first priority shall be to ensure prisoner safety and report the emergency.

- (1) If required, officers shall evacuate prisoners from the building to an area of safety.
- b) The cell area shall have a posted emergency evacuation plan on the wall of the cell area.
(PLEAC 3.1.4)

4. Weapon Handling and Security

- a) Firearms are not permitted in the holding cells or cell area while a detainee is being secured, housed or removed.
 - (1) Firearms shall be secured in a lock box before the officer making entry into the cell area. All other weapons shall be secured by the officer on their person.
 - (2) Lockboxes (Gun security vaults) are located near the entry into the detention area. These vaults must be used by Department personnel as well as any outside agency official entering the detention area.
 - (3) If an emergency exists in the cell area, an officer may bring a weapon into the cell area if it is necessary to resolve the emergency.
(PLEAC 3.1.5)

5. Security Checks of Cells

- a) Prior to placing a detainee in an unoccupied cell, the officer must conduct a security check of the cell for damage, weapons, contraband or any other unauthorized material.
- b) When a detainee vacates a cell, the detainee shall be directed to flush the toilet to show it is in good working order.
 - (1) The detainee shall collect all trash and deposit it in an appropriate container.
 - (2) The Officer shall check the cell in the same manner for fresh damage, weapons, contraband or any other unauthorized material.
- c) If the cell has been damaged or contraband is found the on-duty supervisor shall be notified and an incident report completed. Charges shall be filed as necessary against the detainee.
(PLEAC 3.1.6)

6. Tools and Culinary Equipment

- a) Following any maintenance or repairs in the cell area, the facilities coordinator shall conduct an inspection of the area for tools, trash or materials left behind.
 - (1) If maintenance person(s) are required to work in the cell block area while a prisoner is housed the on-duty

supervisor shall assign an officer to be stationed in the area for the duration of the work.

- (2) The assigned officer shall insure the maintenance person(s) remove all tools, equipment and debris prior to leaving the cell block.
- b) If a prisoner meal is provided to a detainee, the officer shall check the bag for any culinary utensils or other items and remove them.
 - (1) Detainees will not be given any culinary devices or tools that could be used as a weapon.

(PLEAC 3.1.7)

7. Meals

- a) The on duty supervisors shall ensure that prisoners are fed.
- b) All prisoners shall be fed at regular intervals with adequate breakfast, lunch and dinner, as the case may warrant. Meals shall be served when a prisoner is in custody for more than five (5) hours or when transport to prison would cause a prisoner to miss a meal.
 - (1) Prisoners shall be fed a premade breakfast sandwich from Wawa and a cup of water from the water cooler for their morning meal. The afternoon or evening meal will consist of a hotdog from Wawa along with a cup of water from the water cooler.

8. Cell area Emergency Monitoring

- a) The cell area is equipped with an emergency pull station that notifies other officers throughout the station of an emergency in the cell area.
 - (1) Officers entering the cell area shall be equipped with their portable radio as an additional means of communication in an emergency. Officers may activate the emergency call function on their portable police radios if an emergency occurs.
- b) The cell area is monitored both visually and audibly through the use of a closed-circuit monitoring system by assigned personnel.
 - (1) This system provides the detainee the ability to visually signal or audibly call out for assistance in the case of an emergency.

(PLEAC 3.1.8)

9. Supervision of Detainees

- a) The transporting officer has the responsibility for the supervision, welfare and security of the detainee until the

detainee is turned over to another responsible person, is placed in a cell or is released.

- b) The on-duty supervisor shall determine which personnel shall be assigned to monitor a detainee held by this department.
 - (1) Generally an on-duty Information Assistant shall be utilized first to monitor detainees. Matrons, Turnkeys shall be selected next and then Assigned Sworn personnel may also be utilized if an IA or Matron/ Turnkey is not available.
 - (a) The need for a Matron to monitor a female detainee shall be determined by the on-duty supervisor based on the anticipated length of incarceration, the special needs of the detainee and the necessity to search the subject for the safety of the officer or prisoner.
 - (b) If off-duty personnel are required they shall be called utilizing the appropriate call back list maintained for the assignment. (Matron / Turnkey from Matron / Turnkey List, Sworn Officer from appropriate Overtime list)
 - (2) Information Assistants, Matron / Turnkey or Assigned Sworn personnel shall maintain twenty-four hour observation of the cell area when occupied.
 - (3) The cell area is monitored both visually and audibly through the use of a closed circuit monitoring system.
 - (a) The assigned personnel shall ensure that the cell area video and audio recorder is operating properly.
 - (b) All personnel assigned to observe detainees in the cell area shall be trained to recognize potential medical emergencies.
 - (i) In the event of an emergency in a cell, non-sworn personnel observing detainees shall notify sworn personnel to immediately respond to the cell area.
 - (ii) Only sworn personnel who are trained in self-defense shall enter the cellblock. Officers shall be mindful of potential subterfuge and assault in these instances
(PLEAC 3.1.21e)
 - (c) This closed circuit system is monitored by the Informational Assistant, matron / turnkey or

assigned sworn officer from within the department which is the same structure as the cell area.

(PLEAC 3.1.21c)

- (4) Observation by use of the closed circuit television system of persons confined to cells shall be made at least every thirty (30) minutes.
(PLEAC 3.1.21a)
 - (a) Observation of detainees shall be made looking for unusual incidents or actions that may endanger the lives or physical welfare of persons detained in the cell.
(PLEAC 3.1.21b)
 - (b) Detainees who are visibly under the influence of alcohol, drugs, or who are violent or self-destructive, a high health risk or who are likely to create unusual concern for the Department, shall be observed more frequently and at irregular intervals not to exceed ten (10) minutes. The observation may be done by physical or electronic observation.
(PLEAC 3.1.12) (PLEAC 3.1.13)
 - (c) Information Assistants, Matron / Turnkey or Assigned Sworn Personnel shall be responsible for updating the Detainee Intake Form
 - (d) The cell audio and video equipment shall permit a detainee a reasonable expectation of privacy when being monitored.
(PLEAC 3.1.22)
- c) Upon notification of an emergency in the cell area, all available officers shall respond to the cell area immediately.
 - (1) In the event Haverford Police Officers are unable to respond to the detention area assistance from other surrounding police agencies will be requested, through mutual aid agreements, to ensure a five (5) minute arrival.
(PLEAC 3.1.21d)
- d) All activities of a detainee shall be noted on the Detainee Intake Form.
 - (1) Especially important are feeding times and detainee movement (e.g. when taken to preliminary arraignment, investigations, bail interviews, etc.).
 - (2) It is the responsibility of the on-duty supervisor to review the Detainee Intake form periodically ensuring it is kept current by the Information Assistants, Matron / Turnkeys or Assigned Sworn personnel observing the detainee.

IV. PROCEDURES AND REQUIREMENTS FOR TEMPORARY HOLDING AREAS

A. Training

1. All personnel assigned/ authorized to monitor, house or move detainees in the temporary holding areas shall receive training on temporary holding area operations to include:
 - a) Temporary holding area operations, policies, and procedures.
 - b) Fire suppression and emergency equipment and procedures.
 - c) First aid and CPR.
 - d) Situational awareness and personnel safety.
2. Re-training for personnel assigned/ authorized for these duties shall be conducted at least once every three (3) years
(PLEAC 3.2.6)

B. Temporary Holding Area Operations

1. Location
 - a) The temporary holding areas shall be the area inside the interior prisoner intake door and the area inside the processing room.
2. Authorization for Use
 - a) Officers are authorized to use these areas to temporarily detain persons while they are being interviewed, processed or while awaiting arrival of a parent or guardian in the case of juvenile detainees.
(PLEAC 3.2.1 a)
3. Supervision and Accountability of Detainees
 - a) The officer who places a detainee in a temporary holding area has responsibility for the supervision, welfare and security of the detainee until the detainee is turned over to another responsible person, is released or is placed into a cell.
 - b) Officers shall ensure that sufficient personnel are present to adequately supervise any detainees temporarily detained in these areas.
 - c) When a detainee is in the temporary holding area they shall be attended at all times.
 - (1) Detainees shall not be left unattended at any time while in a temporary holding area, unless secured to an authorized bench located in this area for no longer than ten (10) minutes.
(PLEAC 3.2.1 b) (PLEAC 3.2.5 d, g ,h)

4. Temporary Restraint of Detainees by Securing them to Fixed Objects
 - a) Detainees may be restrained in the temporary holding areas by handcuffing the detainee to the benches through the bracket designed for this purpose.
(PLEAC 3.2.1 c) (PLEAC 3.2.3)
5. Minimum Physical Conditions
 - a) The temporary holding areas shall be kept clean at all times.
 - b) Detainees shall have access to the restroom facilities located in the temporary holding area inside the interior prisoner intake door.
 - (1) Officers shall be mindful of detainee privacy while using the bathroom.
 - c) Detainees shall be provided upon reasonable request drinking water brought in a plastic cup from the bottled water dispenser in the break room.
 - d) The temporary holding area shall have adequate lighting and fresh circulated air.
(PLEAC 3.2.2)
6. Fire Prevention and Evacuation
 - a) In the event of an emergency in the temporary holding area officers' first priority shall be to ensure prisoner safety and report the emergency.
 - (1) If required, officers shall evacuate prisoners from the building to an area of safety.
 - b) The temporary holding areas have a fire alarm, heat and smoke detection system.
 - c) Fire suppression equipment (Fire Extinguisher) is located on the wall across from the cell blocks
 - d) An emergency evacuation plan is located on the wall of the temporary holding area located inside the interior prisoner intake door.
(PLEAC 3.2.4)
 - e) Smoking within the police department is prohibited.
7. Security Concerns
 - a) Firearms are not permitted in the temporary holding areas while a detainee is being secured, held or released.
 - (1) Firearms shall be secured in a lock box prior to the officer making entry into the temporary holding area. All other weapons shall be secured by the officer on their person.

- (2) Lock boxes (Gun security vaults) are located near the entry into the temporary holding area. These vaults must be used by Department personnel as well as any outside agency official entering the temporary holding area.
- (3) If an emergency exists in the temporary holding area, an officer may bring a weapon into the temporary holding area if it is necessary to resolve the emergency.
(PLEAC 3.2.5 a)
- b) The temporary holding area is monitored both visually and audibly through the use of a closed circuit monitoring system.
 - (1) This closed circuit system is monitored by the Informational Assistant, matron or assigned sworn officer.
- c) The temporary holding area is equipped with an emergency pull station that notifies other officers throughout the station of an emergency in the temporary holding area.
 - (1) Officers entering the temporary holding area shall be equipped with their portable radio as an additional means of communication in an emergency. Officers may activate the emergency call function on their portable police radios if an emergency occurs.
- d) Upon notification of an emergency in the temporary holding area, all available officers shall respond to the cell area immediately.
 - (1) In the event Haverford Police Officers are unable to respond to the temporary holding area assistance from other surrounding police agencies will be requested, through mutual aid agreements, to ensure a five (5) minute arrival.
(PLEAC 3.2.5 b)
- e) Access to the temporary holding area shall be limited to authorized personnel while detainees are in the holding area.
 - (1) Department access is gained by access control cards to authorized areas.
(PLEAC 3.2.5 c)
 - (2) District Justices and bail interviewers are authorized to enter the temporary holding area while arraigning a detainee(s) and shall be escorted by a sworn officer at all times while in the temporary holding area.
- f) It is the responsibility of every officer involved with detainees, and the officer's supervisor, to ensure that detainees do not escape from custody.

- (1) All doors leading into the temporary holding area shall be closed and locked at all times.
- g) When a detainee is in the temporary holding area they shall be attended at all times.
 - (1) Detainees shall not be left unattended at any time while in a temporary holding area, unless secured to an authorized bench located in this area for no longer than ten (10) minutes.
(PLEAC 3.2.5 d, g, h)
- h) In the event a detainee escapes from custody, follow procedures in Directive 2.5.1 Section IV Procedures Part E. Escape.
(PLEAC 3.2.5 d)
- i) The on duty supervisor shall visually inspect the temporary holding areas prior to the beginning of the shift to ensure they are fit for use and secure.
- j) Arresting officer(s) shall inspect the temporary holding areas at the conclusion of the use of these areas to ensure that they are clean and fit for use and secure from all weapons or contraband.
(PLEAC 3.2.5 f)
 - (1) A weekly documented physical inspection of the temporary holding area, first aid kit and a visual inspection of the fire prevention systems shall be conducted by the building facilities coordinator.
- k) All inspections shall be conducted on Appendage #B Temporary Holding Area Daily / Weekly Inspection.

V. GENERAL PROCEDURES FOR CELL AND TEMPORARY HOLDING AREAS

A. Separation of Adults and Juveniles, Males and Females

- 1. Adult male detainees shall be detained separately from adult female detainees and/ or juvenile detainees by one of the following procedures:
 - a) Either males or females can be housed in Cells 1, 2, 3, 4, 5 and 6; In the event a juvenile needs to be placed in a holding cell, they are to be placed in a cell in a separate block.
 - b) If males, females and/or juveniles are to be detained at the same time, they shall be housed in separate blocks.
 - (1) If as the result of the need to house male, female and juvenile detainees at the same time and proper separation cannot be attained due to the makeup of the detainees and cells then the on-duty supervisor

shall make arrangements for immediate arraignment of adult detainees or seek housing for the detainees at another location. (Example - Juveniles to juvenile detention or house adults in a neighboring department's cells.)

- (a) Should this action be required the on-duty supervisor shall notify the appropriate Duty Commander.
- c) Furthermore, adults and juveniles detained at the same time shall be separated from each other by sight and sound and in conformance to the laws and regulations of the Commonwealth of Pennsylvania.
 - (1) Sound separation for the purposes of this policy is defined as normal to loud conversation voice. Any yelling or screaming between persons in cells should be controlled by the arresting officer or on-duty supervisor as best as possible.

(PLEAC 3.1.12)

- d) While in temporary holding either the male or the female adult detainee(s) may be temporarily detained in the processing room and the other adult detainee(s) temporarily detained in the temporary holding area inside the interior prisoner intake door.
 - (1) When the above option is not feasible, either the male or the female adult detainee(s) may be placed in a cell temporarily and the other adult detainee(s) placed in the temporary holding areas.

(PLEAC 3.2.1 d)

- e) Juvenile detainees shall be kept separate from adult detainees by the following procedures while being held temporarily:
 - (1) Male adult detainees may be placed in a cell temporarily and juvenile male detainees may be placed in the police station lobby. A status offender who is brought back to the station as a runaway, for truancy, a curfew violation or possession of tobacco is to be held non-securely in the police station and held non-securely and accompanied by an officer until they are turned over to a parent or guardian.
 - (2) When there is a combination of adult detainees both male and female and juvenile detainees both male and female; adult detainees shall be temporarily placed in cells within separate blocks, juvenile male detainees shall be placed in the investigations interview room, and juvenile female detainees may be placed in the lobby.

(PLEAC 3.2.1 d)

B. Exceeding Capacity – Mass Arrest Plan.

1. There should only be one (1) detainee placed in each holding cell.
 - a) Exception.
 - (1) During an emergency situation (Mass Arrests), there may be more than one detainee placed in a holding cell. This will only be done on a temporary basis and must be approved by the on-duty supervisor. At no time will the guidelines listed above in Section “V. A”, Separation of Adults and Juveniles, Males and Females be violated.
2. In the event that there are no available holding cells, the on-duty supervisor will contact surrounding agencies to arrange for the detainee(s) to be held until space is available. The mutual aid plan can be initiated in the event of a mass arrest situation.

C. Special Considerations for Detainees Under the Influence or Violent

1. If a detainee appears under the influence of alcohol or drugs and is violent or self destructive special considerations shall be given to ensure that the potential for the detainee to injure him/herself or others is minimized.
 - a) These detainees shall remain under close observation by the Information Assistant, Turnkey/Matron, or arresting officer.
2. If a detainee appears at risk due to a medical or psychological reason, they shall be transported to a medical facility for evaluation.
 - a) Detainees requiring immediate medical treatment prior to transport shall be examined and treated by a paramedic.
 - b) Transport of a detainee in an ambulance shall require that an officer be present in the ambulance during transport.
3. When obvious or known, officers shall not house detainees who are violent or under the influence of drugs or alcohol in the same cell with another detainee.
4. In the event a detainee indicates by word or action that they are a danger to themselves or attempts to injure themselves a supervisor shall be notified and officers shall follow procedures for a 302 commitment if appropriate.

(PLEAC 3.1.13)

D. Use of Paper Suits

1. When a detainee lacks clothing (or the clothing is needed as evidence), has damaged clothing, possesses clothing in a condition that would harm his/her own safety, a paper suit shall be given to the detainee.

E. Visitors

1. NO VISITORS shall be permitted in the cellblock area at any time, for any reason, while a detainee is confined to the cellblock.
2. NO VISITORS shall be permitted in the temporary holding area at any time, for any reason, while a detainee is being held in the temporary holding area.

(PLEAC 3.1.23)

F. Documentation of Unusual Occurrences

1. In the event of death, serious injury, attempted suicide, or any other unusual circumstance affecting the proper custody of a detainee, the Duty Commander shall be notified immediately.
2. The on-duty supervisor shall have an incident number generated and complete a report documenting all information about the occurrence.

G. Housing of Detainees for Other Jurisdictions

1. When another jurisdiction or agency requests permission to place a detainee in a Department cell or holding area, the on-duty Supervisor shall be immediately notified of the request.
2. If the on-duty Supervisor grants permission to house a detainee from another jurisdiction or agency, an incident report shall be prepared along with the Detainee Intake Form. That jurisdiction or agency shall be required to supply a turnkey or matron to supervise the detainee and complete entries on the Detainee Intake Form, unless an exception is granted by the Duty Commander.
3. The on-duty Supervisor shall insure that a “Live Scan Processing Notification” form is completed by the processing officer on any arrestee processed using our Live Scan equipment. This form will be forwarded to the Records office for processing and submission for reimbursement through the county for Live Scan costs.

BY ORDER OF THE CHIEF OF POLICE



Haverford Township Police Department



HOLDING CELL DAILY INSPECTION

Week of: _____

Visually inspect Cell #1, #2, #3, #4, #5, #6 for:

- Operable Lighting
- Circulation of Fresh Air
- Operable Toilet
- Operable Water Fountain
- Operable Sink
- Bunk Okay
- Bedding Available
- First-Aid Kit Stocked
- Fire Extinguisher Charged
- Operable Smoke/heat alarm
- Cell Clean
- Camera/Audio Okay
- Prisoner Recorded Correctly

Inspection Conducted by (Initials & Badge):

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
_____	_____	_____	_____	_____	_____	_____

1. Note any deficiencies and corrective action taken below.
2. If a cell is placed out of service note it below, then notify the facilities coordinator and list it on the Department Daily Log.

(Over for Weekly Inspection)

8/10/2015



Haverford Township Police Department



HOLDING CELL WEEKLY INSPECTION

Week of: _____

CELLS	Y/N	#1	#2
Lighting Operable			
Fresh Air Circulating			
Toilet Operational			
Water Fountain Operational			
Sink Operational			
Bunk Okay			
Bedding Available			
First-Aid Kit Stocked			
Fire Extinguisher Charged			
Smoke/heat alarm Operational			
Cell Clean			
Camera/Audio Okay			
Prisoner Recorded Correctly			

CELLS	Y/N	#3	#4
Lighting Operable			
Fresh Air Circulating			
Toilet Operational			
Water Fountain Operational			
Sink Operational			
Bunk Okay			
Bedding Available			
First-Aid Kit Stocked			
Fire Extinguisher Charged			
Smoke/heat alarm Operational			
Cell Clean			
Camera/Audio Okay			
Prisoner Recorded Correctly			

CELLS	Y/N	#5	#6
Lighting Operable			
Fresh Air Circulating			
Toilet Operational			
Water Fountain Operational			
Sink Operational			
Bunk Okay			
Bedding Available			
First-Aid Kit Stocked			
Fire Extinguisher Charged			
Smoke/heat alarm Operational			
Cell Clean			
Camera/Audio Okay			
Prisoner Recorded Correctly			

If the cell is occupied and you are unable to physically check it, write "OCC" in the block. Otherwise, place a "Y" or "N" in the block for satisfactory or not satisfactory conditions. Please note any problems/unsafe conditions below in the notes and prepare an incident report noting the deficiency.

Weekly Inspection conducted by: _____ Date: _____

Print Last Name, Badge Number & Signature

(Over for Daily Inspection)

March 2019



Haverford Township Police Department



TEMPORARY HOLDING AREA DAILY INSPECTION

Week of: _____

Visually inspect the Temporary Holding Area for:

- Operable Lighting
- Circulation of Fresh Air
- Operable Toilet
- Operable Sink
- Availability of Water
- Prisoner Seating Okay
- Prisoner Restraint Eye Bolts Okay
- First-Aid Kit Stocked
- Fire Extinguisher Charged
- Operable Smoke/heat alarm
- Area Clean
- Camera/Audio Okay

Inspection Conducted by (Initials & Badge):

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
_____	_____	_____	_____	_____	_____	_____

1. Note any deficiencies and corrective action taken below.
2. If the area is placed out of service note it below, then notify the facilities coordinator and list it on the Department Daily Log.

(Over for Weekly Inspection)

8/10/2015



Haverford Township Police Department



TEMPORARY HOLDING AREA WEEKLY INSPECTION

Week of: _____

TEMPORARY HOLDING AREA	Y/N
Lighting Operable	
Fresh Air Circulating	
Toilet Operational	
Sink Operational	
Availability of Water	
Prisoner Seating Okay	
Prisoner Restraint Eye Bolt Okay	
First-Aid Kit Stocked	
Fire Extinguisher Charged	
Smoke/heat alarm Operational	
Cell Clean	
Camera/Audio Okay	
Prisoner Recorded Correctly	

Place a "Y" or "N" in the block for satisfactory or not satisfactory conditions. Please note any problems/unsafe conditions below in the notes and prepare an incident report noting the deficiency.

Weekly Inspection conducted by: _____ Date: _____
Print Last Name, Badge Number & Signature

(Over for Daily Inspection)

8/10/2015

