

**HONOLULU POLICE DEPARTMENT**  
**POLICY**  
**PRISONER AND COURT-RELATED ACTIVITIES**

**October 13, 2015**

**Policy Number 7.05**

**HOLDING AND TEMPORARY DETENTION FACILITIES**

**POLICY**

Under the constitution and laws of the United States and the State of Hawaii, all departmental employees shall be responsible for safeguarding the civil rights, safety, and security of arrested persons while in holding and temporary detention facilities. All departmental employees shall work to prevent and eliminate sexual misconduct, sexual abuse, sexual harassment, and sexual violence in all holding and temporary detention facilities.

**PROCEDURE**

**I. GENERAL INFORMATION**

- A. The holding facility at the Alapai headquarters should be used to detain arrestees who are under police investigation, in the booking process, unable to post bail, on a state or federal hold, or awaiting initial appearance before a District Court magistrate or fugitives from other jurisdictions awaiting initial arraignment or waiting to be extradited to another jurisdiction.
- B. The temporary detention facilities at other stations should be used to detain persons who are under police investigation, in the booking process, or awaiting transfer to the Alapai headquarters.
- C. Arrestees of outside agencies shall not be detained in the holding/temporary detention facility without the approval of the Chief of Police or a designee.
- D. Juveniles shall not be detained in the adult detention block unless they have been waived from Family Court jurisdiction. The handling of juvenile detainees shall be guided by Policy 4.33, HANDLING JUVENILES, and this directive.

11-27-2015

- E. An adult who is charged for a crime committed as a juvenile shall be processed as a juvenile and then held in the adult detention block.
- F. The Honolulu Police Department (HPD) prohibits sexual contact, sexual abuse, and sexual harassment between arrested persons and between departmental personnel and arrested persons.
- G. The HPD shall take measures to prevent sexual contact, sexual abuse, or sexual harassment between arrested persons and between departmental personnel and arrested persons.
- H. Departmental employees shall prevent and report any acts or attempted acts of sexual contact, sexual abuse, or sexual harassment between arrested persons and between departmental personnel and arrested persons.
- I. The HPD prohibits any type of retaliation against an arrested person who reports any allegation of sexual contact, sexual abuse, or sexual harassment between arrested persons or between departmental personnel and arrested persons.
- J. Departmental personnel who are made aware of any act or attempted act of sexual contact, sexual abuse, or sexual harassment between arrested persons or between departmental personnel and arrested persons shall immediately notify their supervisor. Police personnel shall take necessary steps to separate the offender, ensure the safety of the victim, and provide appropriate medical care. Reports shall be initiated and referred to the responsible investigative elements.

II. DEFINITIONS

- A. Arrested person: Anyone who has been arrested and is in police custody. In this directive, the term is used interchangeably with "detainee."
- B. Booking officer: A police officer or other police employee who books or processes detainees or who is assigned to the holding/temporary detention facility and has charge over detainees under the supervision of the desk sergeant.
- C. Booking or processing: Includes (but is not limited to) completing the Juvenile Arrest Report, HPD-191 form; Adult Booking Information Worksheet, HPD-525 form; Juvenile Booking Information Worksheet, HPD-525A form; and computerized arrest booking report (adult and juveniles). In addition, processing or booking may include breath/blood alcohol testing or sampling and fingerprinting and photographing the arrestee.
- D. Detainee: Anyone who has been arrested and is in police custody. In this directive, the term is used interchangeably with "arrested person."
- E. Detention block (or cell block): The area where detainees are physically housed.
- F. Holding facility: The detention blocks, booking areas, and other parts of the facility where detainees are held in custody, processed, tested, and/or interviewed.
- G. Receiving desk: The section of each station where the desk sergeant is normally situated. It is located adjacent to the secure detention section of the holding/temporary detention facility. It is the designated control point in emergency situations. Detainees are not permitted in the receiving desk area.
- H. Temporary detention facility: The detention blocks, booking areas, interview rooms, and other parts of the facility where detainees are held in custody no longer than necessary for processing, testing, and temporary detention.

- I. Watch commander/holding or temporary detention facility supervisor/receiving desk sergeant: The on-duty supervisor in charge of the holding/temporary detention facility.

III. SUPERVISORY RESPONSIBILITIES

A. Division Commander of a Holding/Temporary Detention Facility

The division commander shall be responsible for:

1. Overseeing the overall operation and maintenance of the holding/temporary detention facility;
2. Developing and promulgating policies and procedures governing the operation of holding/temporary detention facilities consistent with applicable laws and departmental policies;
3. Conducting an annual, administrative review of facility procedures and submitting a report of the findings to the Chief of Police; and
4. Ensuring that all personnel assigned to the facility are trained or otherwise receive orientation to carry out their duties and responsibilities and that such training is documented. Documentation shall be kept at the division where the training occurred.

B. Holding/Temporary Detention Facility Supervisor

The on-duty holding/temporary detention facility supervisor shall be responsible for:

1. The safety and security of detainees, personnel, and facilities in the receiving desk, including the booking and holding cell areas;
2. The security and control of the weapons storage and the "SAFE-N-CLEAR" weapons box;
3. Ensuring that officers entering the receiving desk and booking areas with detainees adhere to security procedures;

4. Protecting the safety and civil rights of detainees and police personnel;
5. Ensuring sight and sound separation for juveniles in custody;
6. Providing medical care and the feeding of detainees as required;
7. Preventing the escape of detainees; and
8. Ensuring the separation of males and females in custody (See Policy 7.02, SECURITY CONTROL OF ARRESTEES).

IV. FACILITIES MANAGEMENT

A. Training

1. Personnel assigned to a holding/temporary detention facility shall be trained or otherwise receive orientation to carry out their duties and responsibilities. Retraining shall occur at least once every three years.
2. Training may be administered or conducted by the Training Division, the element responsible for the operation of the holding/temporary detention facility, or other appropriate entities.
3. Training shall include:
  - a. Procedures, guidelines, and operations for the holding/temporary detention facility;
  - b. Fire suppression procedures and fire safety equipment, including fire extinguishers and fire alarm procedures;
  - c. Physical restraints and the use of force;
  - d. Basic first aid and cardiopulmonary resuscitation;
  - e. Constitutional rights and civil rights of arrested persons; and

- f. Equipment, controls, and alarms in the facility.

B. Controlled Access to Holding/Temporary Detention Facilities

- 1. Access to the holding/temporary detention facilities shall be controlled and restricted to essential persons and authorized, nonessential persons.
  - a. Essential persons shall include facility staff; and
  - b. Nonessential persons shall have access to the facility only upon approval by the on-duty supervisor of the facility and only for a specific, authorized purpose.
- 2. The on-duty desk sergeant or supervisor may exclude any nonessential persons for the purpose of:
  - a. Protecting the rights or privacy of arrested persons;
  - b. Preserving the safety of arrested persons, facility staff, or others;
  - c. Preventing the interference with facility operations; or
  - d. Emergency situations.

3. Any nonessential person entering the facility may be subject to a search of his or her person or effects for the purpose of preventing weapons or other potentially dangerous contraband or items from being introduced into the facility and thereby endangering the health or safety of arrested persons or staff. Anyone refusing to permit such a search may be immediately denied access or continued presence in the facility. Any nonessential person refusing to comply with the order of a member of the facility staff to submit to a search and failing to immediately depart from the facility upon the order of a member of the facility staff to leave shall be subject to arrest for criminal trespass, providing that all other essential elements of the offense have been met.

C. Minimum Conditions to be Provided in Each Holding/Temporary Detention Facility

The facility shall provide sanitary, environmental conditions for arrested persons, including:

1. Adequate lighting;
2. Circulation of fresh or purified air;
3. Access to a toilet and drinking water; and
4. A bed and bedding and access to a wash basin or shower for each detainee held in excess of eight hours.

D. Fire Safety

1. Holding/temporary detention facility fire safety procedures, inspections, equipment, testing, and drills shall be in accordance with applicable laws and departmental policies and procedures. These include procedures for fire prevention, fire suppression, and the emergency evacuation of arrested persons and staff.



2. There shall be a weekly, visual inspection of all fire extinguishers in the holding facility. The inspection shall be conducted by the desk sergeant and documented on the Holding Facility Inspection, HPD-507 form.
3. There shall be a semiannual, documented testing of all fire extinguishers in the holding facility conducted by qualified personnel. Each extinguisher shall have a placard, card, or sticker attached to it showing the date of inspection.
4. There shall be a daily, visual inspection of all fire detection devices and alarm systems in the holding facility conducted by the desk sergeant. This inspection will also include checking for any conditions that may be fire hazards.
5. Documented testing of automatic fire detection devices and alarm systems shall be in accordance with Chapter 20, Revised Ordinances of Honolulu.

E. Emergency Evacuation Plan

1. Each holding/temporary detention facility shall have an emergency evacuation plan.
2. Emergency evacuation plan signs shall be conspicuously posted. Emergency evacuation routes and exits should be clearly marked.

F. Vector Control

1. There shall be a weekly/documented/visual inspection of the sanitation conditions in the holding/temporary detention facility conducted by the desk sergeant and documented on the Holding Facility Inspection, HPD-507 form.



2. Any conditions conducive to harboring or breeding insects, rodents, or other vermin should be eliminated. If necessary, pest control professionals should be used to clean or fumigate the facility. Emergency notification for vector control shall be made through the office of the assistant chief of the Support Services Bureau. Work orders will be submitted by the desk sergeant for nonemergency pest control.

G. First Aid Kit

There shall be a first aid kit available in all holding/temporary detention facilities, which shall be subject to a weekly inspection and replenishment by the desk sergeant and shall be documented on the Holding Facility Inspection, HPD-507 form. First aid equipment and supplies should provide the capability for proper first aid response to a broad range of anticipated emergencies and injuries.

V. SECURITY AND CONTROL

A. Weapons in Holding/Temporary Detention Facilities

For the security of holding/temporary detention facilities, weapons shall be strictly controlled. Weapons of any kind are not allowed in the detention block of a facility except in the case of an emergency. Weapons include (but are not limited to) firearms, chemical agents, less-lethal weapons, electric guns, and batons.

1. All officers shall unload and secure their firearms and electric guns prior to entry into the holding/temporary detention facility.
2. Supervisory personnel assigned to the receiving desk may wear their weapons within the receiving desk area.
3. Officers on assignment to a holding/temporary detention facility, and upon approval by their supervisors, may wear electric guns.

B. Security of Access Doors

1. All doors providing access into the detention block shall be closed and locked.
2. Doors to the detention block shall be opened only with the permission of the watch commander or desk sergeant.
3. Doors should be tested for vulnerability after they are secured.

C. Holding/Temporary Detention Facility Keys

1. The watch commander or desk sergeant shall be responsible for the control and accounting of the keys to the facility detention block from shift to shift. Daily accounting of keys shall be documented on the Holding Facility Inspection, HPD-507 form.
2. The watch commander or desk sergeant shall also control all duplicate keys or master keys for use in emergencies. Duplicate keys shall not be made or possessed by any person except by authorization of the division commander.

D. Occupied Cells

Except under emergency conditions, police personnel should not enter cells occupied by detainees except when accompanied or monitored by another police officer or supervisor. The purpose of this requirement is to minimize the risk of confrontation, assault, or attempted escape by detainees and thereby minimize the risk of injury to detainees and police personnel arising from such situations. Cell doors shall be closed and secured when the cell is occupied by one or more detainees.

E. Cell Security Checks and Unoccupied Cells

1. A cell security check shall be made prior to placing a detainee in a cell. This includes a search for weapons, hazardous conditions, contraband, means of escape, means of injuring self or others, and existing damages or safety concerns.
2. A cell security check should be made after a detainee is removed for the safety and security of the next occupant. The cell security check shall be the responsibility of the facility staff member who places the detainee in the cell or removes the detainee from the cell.
3. Any items or contraband discovered during a cell safety inspection shall be reported to the desk sergeant. Cell doors should be kept open when a cell is not occupied to permit access and inspection.

F. Security and Safety Inspections

The desk sergeant shall conduct a security and safety inspection of the holding/temporary detention facility and cells at the beginning of each work shift. The inspection shall determine the status and well-being of any arrested persons detained within the facility and the physical condition of the facility.

1. Security and safety inspections shall be directed toward locating any weapons, contraband, means of escape, means of self-inflicted injury, existing damage such as graffiti or water damage, unusual conditions, readiness of safety equipment, hazardous conditions, and safety concerns for the protection of arrested persons and facility staff.

2. Inspections shall consist of the accessible areas and components of the facility. This includes cell blocks, cells, booking areas, interview rooms, toilets, bars, locks, windows, walls, floors, ventilator covers, glass panels, access plates, protective screens, doors, and security devices that should be inspected for damage, function, wear, or tampering.
3. The desk sergeant shall be responsible for submitting a report of any discrepancies to the on-duty watch commander and for seeing that corrective measures or actions are initiated.

G. Work Activities and Control of Tools and Culinary Equipment

There shall be continuous monitoring by holding/ temporary detention facility staff whenever tools or culinary utensils are introduced into areas occupied by detainees to ensure the safety of detainees and staff.

1. All culinary utensils shall be accounted for upon introduction to and removal from cells and the cell block area;
2. Any tools or other equipment taken into the cell block area shall be accounted for before entry and after leaving the cell block. Tools and repair work requiring tools are not permitted in occupied cells except under extreme emergencies, and then only with extreme caution and care; and
3. Detainees shall, whenever practical, be relocated to cells or a section of the facility away from the work area whenever repairs or other work involving tools are being done in a cell or cell block. Detainees shall be kept out of contact with workers as much as possible under the circumstances. When appropriate, detainees and cells shall be searched immediately upon termination of work and the departure of workers from the cell block.

H. Holding/Temporary Detention Facility Duress Alarms

Each holding/temporary detention facility shall have a duress alarm located within close proximity to cells and booking areas. The duress alarm shall be activated, whenever practical, in the event of an immediate threat to the life or safety of a detainee or other person, a violent situation, or other appropriate emergency or exigent circumstance. The duress alarm should be audible at the designated control point. All available personnel shall immediately respond to a duress alarm activation.

1. The receiving desk is the designated control point; and
2. Available video monitors shall be located at the receiving desk to monitor detainees, cells, and security cameras for the facility.

I. Security Threats

All incidents that threaten the holding/temporary detention facility, staff, or arrested persons held in custody at the facility shall be reported to the desk sergeant. The desk sergeant shall notify the on-duty watch commander and ensure that an investigation is conducted and the appropriate police reports are initiated.

VI. MEDICAL AND HEALTH CARE SERVICES

A. Detainee Screening

1. Detainee screening shall be conducted for all arrested persons when received by a holding/temporary detention facility and when transferred to another facility. Detainee screening shall be conducted by direct observation of the receiving and transferring officer and interview with the arrested person and shall include, at a minimum, an inquiry into:
  - a. The current health of the detainee, including injuries and illnesses which may require treatment;

- b. Medications taken or needed by the detainee;
  - c. Behavior, including state of consciousness and mental status; and
  - d. Body deformities, trauma markings, bruises, lesions, jaundice, ease of movement, immediate requirements for the safety or health of the detainee arising from disabilities, etc.
- 2. The findings of the detainee screening shall be documented on the appropriate adult or juvenile forms (e.g., HPD-525 form, computerized booking report, etc.). Central Receiving Division staff shall document detainee screenings on the HPD Court Custody Log before transporting detainees to the Honolulu District Court.
  - 3. Medical care requirements revealed by detainee screenings shall be addressed by transport to a medical facility for treatment or medication prior to transporting arrestees to any holding/temporary detention facility or transferring arrestees to another facility. Documentation of treatment and medications is required from the treating medical facility.
  - 4. Refusal of medical treatment must be made at a designated medical facility and recorded on the appropriate adult or juvenile forms (e.g., HPD-525 form, computerized booking report, etc.).

B. Detainee Access to Medical Services

- 1. Access to emergency medical services shall be made available to arrested persons upon their request or need. Each holding/temporary detention facility shall post the procedures for detainees to request emergency health care in conspicuous locations where detainees are held to advise detainees that emergency health care is available. The signs should be permanently mounted and legible.

2. Holding/temporary detention facility supervisors shall be responsible to make the necessary arrangements to have the detainee taken to a designated medical facility for treatment or medication when needed.
3. Hospital reports shall be completed for all detainees taken to a medical facility due to a medical complaint.
4. If a detainee requires admittance to the hospital, the holding/temporary detention facility supervisor shall be notified so that arrangements can be made for a hospital guard.

C. Detainee Medication

1. When a detainee is brought into a holding/temporary detention facility with a prescribed medication in its original container, it shall be the responsibility of the transporting or arresting officer to have the medication verified (by label and visually) and to fill out the Medication Verification Card, HPD-320 form.
2. Should a detainee have medication that has not been prescribed, it shall be placed with the detainee's property and not administered.
3. Each holding/temporary detention facility shall store detainees' medications and log the distribution dates, times, and dosages of detainees' medications as directed by the label (including refusals of medication). Medication shall only be administered with the approval of the nurse or nurse practitioner.
4. Each holding/temporary detention facility shall verify the identification of the detainee to the medication.



VII. SUPERVISION OF DETAINEES

A. Supervision

There shall be 24-hour supervision of detainees held in holding/temporary detention facilities. Occupied cells shall be physically inspected at least once every 15 minutes and documented on a daily log. There shall be a physical count of all detainees every eight hours, and the facility supervisor shall be kept informed of the number and status of all detainees in the facility.

1. The daily log shall include an explanation each time a physical inspection is not made at least once every 15 minutes; and
2. Detainees shall be kept under constant observation while in the processing or testing areas.

B. Video Monitoring

1. Video monitoring of detainees shall be maintained when video camera systems are installed and operational in the holding/temporary detention facility and occupied, high-risk cells.
2. Video monitoring will be used to protect the safety of detainees and facility staff. It will also be used to alert staff of suicide attempts, assaultive and violent behavior, and dangerous conditions (an outbreak of fire and criminal property damage or other criminal activity detrimental to the facility, facility staff, and detainees).
3. Video monitoring equipment will be controlled in order to reduce the possibility of invading the personal privacy of arrested persons while satisfying safety and security needs.

C. Supervision of Detainees of the Opposite Sex

Detainees in custody should be supervised by holding/temporary detention facility personnel of the same sex. In the event this is not possible, at least two facility personnel should be present at all times when a detainee is in contact with facility personnel.

D. Accepting Property for Detainees in Custody

1. Each holding/temporary detention facility may accept clothing, prescribed medication, or bail money for detainees in the facility. The facility staff shall have prescribed medication verified and shall fill out the Medication Verification Card, HPD-320 form. The facility staff shall store detainees' medications and log the distribution dates, times, and dosages of detainees' medications (including refusals of medication).
2. The facility staff shall inspect all items received for weapons and contraband prior to being accepted into the facility. Items that cannot be readily searched or X-rayed will not be accepted.
  - a. All items received and the name of the person they were received from shall be noted on the respective detainee's HPD Arrest Report prior to distribution to the detainee or placement into the detainee's property.
  - b. If items are placed into the detainee's property, the items shall be recorded on the duplicate and triplicate copies of the respective detainee's Prisoner's Property Receipt, HPD-101 form.
3. Mail and sealed packages for detainees in custody will not be accepted.

E. Visits to Detainees

Holding/temporary detention facility security is paramount. All contact with detainees should be closely monitored and controlled to avoid the transfer of weapons or contraband. Each facility shall regulate detainee visits to include (but not be limited to) the following:

1. Searching visitors entering a secured area or coming in contact with a detainee and any items (briefcase, purse, etc.) carried by the visitor;
2. Requiring each visitor to identify himself or herself, and logging the information on the visitor and the visit (e.g., time, date, and duration of visit) for record purposes; and
3. Varying the times of visits based on facility staffing requirements.

F. Removal of Detainees From the Holding/Temporary Detention Facility

Detainees should only be removed from the holding/temporary detention facility to be taken to court; transferred to another agency or holding facility; or to a medical facility for treatment or to accomplish a police function, such as crime reconstruction, interviews, or other investigative functions.

G. Exceeding the Capacity of the Holding Facility

The holding facility watch commander should not accept more detainees than the maximum allowed for the facility. The facility watch commander on duty shall notify the Communications Division that the facility has reached its capacity and that all further arrests should be taken to other departmental holding facilities for processing and detention. The on-duty watch commander shall notify the Communications Division when the facility is again able to receive and process arrestees.

H. Detainees Received From Outside Agencies

Detainees from outside agencies may be held in a departmental holding/temporary detention facility with the approval of the Chief of Police or a designee. Before any detainee is accepted for detention, the facility supervisor shall identify the person presenting the detainee for detention and verify the person's authority to make the commitment.

I. Positive Identification of Detainee Before Release

Each detainee who is to be released from a holding facility must be positively identified as the person to be released. When the detainee's identification is open to question, these procedures are to be followed:


1. Booking records in the detention facility must be verified with a picture of the detainee made at the time of booking (if the detainee was photographed at the time of booking). Any identification the detainee may have had at the time of booking that will help to verify the detainee's identification should be used; or
2. If none of the above information is available, inked fingerprints of the detainee are to be taken and compared to the set of inked fingerprints taken from the detainee at the time of booking.

J. Detainee Meals

1. All persons held in custody in a holding facility shall be provided three meals during each 24-hour period of incarceration.
2. Detainees from Districts 2, 3, 4, 5, and 8 who are held for longer than four hours shall be fed prior to being transported to the CRD.

K. Telephone Calls

1. Each detainee shall be given one telephone call as soon as practicable after being processed by the receiving desk.
2. An officer shall monitor each telephone call.
3. The detainee shall not be allowed to call a victim or complainant in any case in which they were involved.
4. A telephone log shall be kept with the following information:
  - a. Name of the detainee;
  - b. Number called;
  - c. Name of person called;
  - d. Result of the telephone call (e.g., no answer or left message);
  - e. If detainee refuses to place a telephone call;
  - f. Initials and identification number of the officer supervising the telephone call; and
  - g. Date and time of the telephone call.

  
LOUIS M. KEALOHA  
Chief of Police

Attachment

Post on bulletin  
board for one week

Policy first issued  
August 24, 2001

HONOLULU POLICE DEPARTMENT

**HOLDING FACILITY INSPECTION**

District \_\_\_\_\_ Station \_\_\_\_\_ Date \_\_\_\_\_

*Visual Inspection*

*Describe Condition and Corrective Action Taken*

**SECURITY AND SANITATION (Daily)**

weapons/contraband	pass <input type="checkbox"/> fail <input type="checkbox"/>	
maintenance/repairs needed (specify)	pass <input type="checkbox"/> fail <input type="checkbox"/>	
sanitary conditions/ mold/mildew	pass <input type="checkbox"/> fail <input type="checkbox"/>	
damages/graffiti	pass <input type="checkbox"/> fail <input type="checkbox"/>	
evidence storage	pass <input type="checkbox"/> fail <input type="checkbox"/>	
keys accounted for	pass <input type="checkbox"/> fail <input type="checkbox"/>	

**FIRE/SAFETY EQUIPMENT (Weekly)**

automatic fire alarm	pass <input type="checkbox"/> fail <input type="checkbox"/>	
smoke detector system	pass <input type="checkbox"/> fail <input type="checkbox"/>	
fire extinguishers	pass <input type="checkbox"/> fail <input type="checkbox"/>	
first aid kit	pass <input type="checkbox"/> fail <input type="checkbox"/>	
vectors (insects/rodents)	pass <input type="checkbox"/> fail <input type="checkbox"/>	

Inspected by (print name)

Signature

Identification No.