

## ILLINOIS STATE POLICE OPS-065, PROCESSING ROOMS AND AREAS

<b>RESCINDS:</b> OPS-065, 2013-043, revised 04-22-2013.	<b>REVISED:</b> 04-04-2017 <b>2017-034</b>
<b>RELATED DOCUMENTS:</b> ENF-014	<b>RELATED CALEA STANDARDS:</b> 71.1.1, 71.5.1

### I. POLICY

The Illinois State Police (ISP) will:

- I.A. Operate and maintain designated processing areas for detainee testing and processing in accordance with this directive to ensure the safety of facility personnel and detainees.
- I.B. **Not** maintain or operate holding/detention facilities/rooms.

### II. DEFINITION

- II.A. Detainee - a person in the custody of ISP personnel whose freedom of movement is at the will of ISP personnel, without regard to the stage of processing.
- II.B. Holding facility – a confinement facility outside of a jail where detainees are housed, receive meals, and can be detained for periods involving days and overnight stays for a period of not more than 72 hours.
- II.C. Processing – includes pre-booking activities involving detainees in custody, after which detainees may either be released from custody through bonding procedures or be escorted to a holding facility where they would be booked.

### III. RESPONSIBILITIES

III.A. Commanders will ensure:

- III.A.1. A district/zone directive, designating specific rooms and/or areas authorized for use for detainee processing and testing, is maintained. District/zone directives will include the procedures/provisions of this directive.
- III.A.2. Personnel charged with monitoring individuals being processed are provided with documented initial Processing Room/Area training. Processing Room/Area training will include, at a minimum, the following topics:
  - III.A.2.a. Related agency policies
  - III.A.2.b. Use of restraint devices
  - III.A.2.c. Administrative procedures, i.e., detainee processing room/area log use
  - III.A.2.d. Any other required reporting or record keeping procedures
- III.A.3. Processing Room/Area Activity Logs, ISP 9-075, (available at the ISP Document Library at <http://maphome/documentlibrary>) are maintained in each processing room or area.
- III.A.4. Facility emergency evacuation maps are prominently displayed in each processing room/area.
- III.A.5. Inspections of processing rooms/areas are conducted, at a minimum, monthly.
  - III.A.5.a. Monthly inspections will be documented on the Processing Room/Area Inspection Record, ISP 9-076, (available at the ISP Document Library at <http://maphome/documentlibrary>).
  - III.A.5.b. Inspections should address, at a minimum, cleanliness and the development of any unsafe conditions.

- III.A.6. A documented processing room/area administrative review is completed at least once every three years, to disclose any conditions requiring changes in policy, training, operations, and any other pertinent issues. This review should be documented in a memo to the applicable Region Commander.
- III.A.7. The following processing room/area documents are to be retained at each facility for at least five years:
  - III.A.7.a. Processing Room/Area Activity Logs (ISP 9-075)
  - III.A.7.b. Processing Room/Area Inspection Record (ISP 9-076)
  - III.A.7.c. Processing Room/Area Administrative Reviews
- III.A.8. There is a plan for fire prevention, fire evacuation, and fire suppression for the processing area(s) or room(s).

#### IV. PROCEDURES

- IV.A. Officers may, at their discretion, secure their firearm in a locked cabinet, locked desk drawer, or lock box when processing detainees.
- IV.B. Officers using a processing room/area must have a means for requesting emergency assistance. The following two options are available:
  - IV.B.1. Panic or duress alarms
    - If this option is selected, the following must be considered:
      - IV.B.1.a. The availability of officers in the immediate vicinity to respond
      - IV.B.1.b. When activated, the alarm should be both audible and visual
      - IV.B.1.c. An alert system should provide a clear, audible alarm in areas of the facility occupied by officers available to provide assistance
  - IV.B.2. Officers may use the emergency assistance button on their portable radio. If the emergency assistance button option is selected, officers must notify their District Communication Center of their location upon arrival.
- IV.C. Access to processing rooms/areas will be restricted to law enforcement personnel during the processing or testing of a detainee.
- IV.D. Detainees must be under the observation and control of a responsible officer at all times.
- IV.E. Detainees will be searched prior to entering processing rooms or areas and upon leaving the facility.
- IV.F. Detainees will be handcuffed while in processing rooms or areas.
  - IV.F.1. Handcuffs may be removed when required for testing or processing procedures.
  - IV.F.2. When handcuffs are removed, officers should make every effort to have a second officer present and follow prescribed procedures for removing handcuffs.
- IV.G. As a security measure, it is permissible to restrain detainees by securing them to designated immovable fixed objects, i.e., handcuff bar or ring intended for such use. Officers securing detainee to a designated fixed object will maintain constant supervision and observation of the detainee.
- IV.H. Detainees will not be locked in processing rooms or areas designated for testing or processing.
- IV.I. Detainees will not be held in processing rooms or areas for more than two hours, unless being actively interviewed or are involved in an active investigation regarding a criminal offense. In the event circumstances outside of an interview arise that require more than two hours (with the exception of active interviews), a supervisor must approve the additional time. The supervisor's approval will be documented in the Field Report or Investigative Report.

- IV.J. Adult detainees may not speak with anyone other than sworn law enforcement officers, medical personnel, or legal counsel. All other individuals requesting to visit or speak with the detainee should be advised they can do so after the detainee is booked into a holding facility (as prescribed by the holding facility's policy).
- IV.K. As required by the Illinois Juvenile Court Act, a parent, guardian, or legal counsel may accompany juvenile detainees.
- IV.L. Detainees will be allowed water and comfort breaks at the discretion of the responsible officer.
  - IV.L.1. Restrooms will be searched prior to use and immediately after being used by a detainee.
  - IV.L.2. Restrooms made available to a detainee will not have a locking mechanism.

| Indicates new or revised items.

**-End of Directive-**