



MONTGOMERY COUNTY FIRE AND RESCUE SERVICE
MONTGOMERY COUNTY, MD.

**DIVISION OF COMMUNITY RISK REDUCTION SERVICES
DIRECTIVE**

Date: August 11, 2006

Number: 06-09

TO: All Fire and Explosive Investigations Section Personnel
FROM: Division Chief Michael T. Love *Michael Love*
SUBJECT: Fire and Explosive Investigations Detainees and Suspects

The Fire and Explosive Investigations (FEI) office/facility is not a "holding facility" as defined in MCP Department Directive (Function Code) #810, Department Holding Facilities, January 14, 2002. Therefore, no detainees or suspects, adult or juvenile are to be taken to the FEI office/facility. Until such time that more formal, safe arrangements can be made, all detainees and suspects must be taken to an appropriate police holding facility.

MTL:MD:ss



DEPARTMENT HOLDING FACILITIES

FC No.: 810

Date: 01-14-02

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I. Policy

It is the policy of this department that all holding facilities, prisoner processing areas, and temporary holding areas will be maintained in accordance with this directive. Further, it is department policy that while in our custody, all prisoners will be protected from further injury and promptly delivered to their appropriate destination (e.g., released or re-transported to non-departmental detention facilities).

II. Definitions

- A. Holding Facility: Designated area within a department facility used for temporary confinement where detainees are held pending release, arraignment, adjudication, or transfer to another facility. Excluded from this definition are temporary holding areas.
- B. Facility Manager: Station/unit commander responsible for maintaining the facility. The responsibility may be delegated to another individual.
- C. Processing Areas: Designated areas used for fingerprinting, photographing, and completion

of arrest documents within a department facility.

- D. Secure Areas: Areas designed to physically restrict the movement and activities of persons in custody or all designated department holding facilities. See Appendix A for facility listing, cell and capacity inventory, and area limits.
- E. Sight and Sound Separation: Adult detainees of opposite sexes must be separated by sight and sound and cannot have the ability to converse with, communicate with, or see any juveniles. Sound is considered to be normal or loud conversation and does not include deliberate yelling or screaming. (CALEA 72.5.4, 72.9.1.d)
- F. Temporary Holding Areas: An area used to detain persons *without continuous control or supervision* for a period not to exceed two hours in a room, space, or area for the purpose of processing, questioning, or testing. Detainees may be shackled to an immovable object designed and intended for such use. (CALEA 72.9.1.c, 72.9.3, 72.9.4)
- G. Juvenile Delinquent Offender: A juvenile charged with conduct that would, under law, be a crime if committed by an adult, e.g., misdemeanor, felony, etc.
- H. Juvenile Non-Offender: A juvenile in custody for a traffic offense or because the juvenile is a victim of abuse or neglect (i.e., a child in need of supervision, CINS).
- I. Juvenile Status Offender: Any juvenile who has been charged with conduct that would not, under law, be a crime if committed by an adult, e.g., runaway, truant, incorrigible, underage drinking, curfew violations, etc. (i.e., a child in need of assistance, CINA).
- J. Six Hour Time Limit: A juvenile offender cannot be held in a secure setting for more than six hours; the clock starts at the point when the juvenile is placed in the secure area or is

secured to a stationary object by handcuffs and is cumulative.

- K. JJDPA, 1974: Juvenile Justice and Delinquency Act of 1974, as amended through 1985. Juvenile non-offenders or status offenders may not be placed in detention cells at any time. In the event that they become unruly, disorderly, or out of control, criminal charges must be placed prior to them being placed in a cell. There are no exceptions to this requirement.

III. Responsibility

- A. The department operates six facilities that contain designated holding facilities, prisoner processing areas, or temporary holding areas that meet approved standards. Responsibility for control and operation of holding facilities and processing areas is assigned as indicated in Appendix A.
- B. Individuals indicated in Appendix A will be responsible for the publishing and staffing of Standard Operating Procedures (SOPs) applicable to these areas and each physical location. Facility managers will ensure that each individual assigned to the facility or utilizing holding facilities, prisoner processing areas, and/or temporary holding areas will comply with this directive. (CALEA 72.9.1.b, 72.9.6)
- C. Agencies, other than the Montgomery County Department of Police, whose personnel utilize department holding facilities, prisoner processing areas, and temporary holding areas, will abide by the provisions of this directive and appropriate facility SOPs. Failure to comply will result in denial of use of the department's holding facilities, prisoner processing areas, and temporary holding areas. (CALEA 72.9.1.b, 72.9.6)

IV. Training Requirements

- A. Each district/unit commander responsible for a holding facility and/or temporary holding area will ensure that all personnel assigned to their district/unit have received FTO, in-service, or roll call training on its content *and that the training has been documented*. This training will concentrate on the operation and control of all holding facilities, prisoner processing areas,

and temporary holding areas *to include the MCP 810, "Detainee Processing and Detention Log."* Training will include fire suppression and equipment provided for use by the department. Fire suppression will include smoke and fire detectors, fire extinguishers, and fire hoses.

- B. Upon transfer to a new duty assignment, all newly assigned officers will have available to them a copy of that facility's SOP and will be provided an orientation on the operation of that facility's holding facilities, prisoner processing area, and temporary holding areas. *The SOP that pertains to these areas will be posted at or near the facility's holding facility, prisoner processing area, and temporary holding areas.*
- C. A copy of the facility's SOP will be posted at the entrance or exit to the holding facility, prisoner processing area, and temporary holding areas. (CALEA 72.1.1, 72.9.7)
- V. Separation of Juveniles and Sexes
- A. Use of holding facilities, prisoner processing areas, and temporary holding areas will be controlled to ensure separation of juveniles from adults by both sight and sound.
1. All processing and detention of juveniles will be in accordance with the JJDPA 1974 that prescribes limits on who may be held and for what time periods. Those standards are summarized in sections II.G through K.
 2. Records of detention of adults and juveniles (regardless of juvenile status), will be maintained on the MCP 810. and retained in accordance with facility SOPs. (CALEA 72.5.4, 72.9.1.d)
- B. In department holding facilities, sight and normal sound separation must be maintained between adult males and females. (CALEA 72.5.4, 72.9.1.d)
- C. In prisoner processing areas and temporary holding areas, adult males and females must be kept separated. (CALEA 72.9.1.d)
- D. According to the JJDPA, if a juvenile who has committed a crime is brought into a prisoner processing area or temporary holding area, there shall be no adult prisoners in those areas at that time. If necessary, officers will use a

system of cycling prisoners through these areas to maintain sight and sound separation of adults and juveniles. (CALEA 72.9.1.d)

VI. Processing

- A. Prisoners will be searched prior to entering a holding facility, prisoner processing area, or temporary holding area. An itemized inventory of all property taken from them and stored will be made on the MCP 810. Facility managers will provide for the secure storage of this property while the detainee is in police custody. Upon release or transfer to another agency, the MCP 810 will be completed, signed by both the releasing officer and the owner of the property upon receiving the property, and filed in a location designated by the facility manager. (CALEA 72.5.1, 72.5.3.b, 72.5.9, 72.9.6.e)
- B. Searches will be conducted by persons of the same sex in an area affording privacy to the prisoner. If an officer of the same sex is not available for the search, assistance will be solicited from other law enforcement agencies. Non-sworn personnel will not perform searches nor have direct contact supervision of prisoners. This does not prohibit non-sworn personnel from monitoring prisoner status and physical condition by means of audio devices or visual observations where cells do not require opening to make such observations. Strip searches will be performed in accordance with FC 811, "Handling, Searching, and Transporting of Prisoners." (CALEA 72.5.1, 72.5.2, 72.8.3)
- C. All detainees will be interviewed and their responses documented on the MCP 810. No blocks will be left blank; N/A will be used for areas that do not apply. This interview will address current estimate of physical condition, current health problems, and state of consciousness, inebriation, or mental condition at time of incarceration. Additionally, all injuries, medications recently taken, body defects, bruises, lesions, trauma markings, and apparent jaundice will be noted. The form will be maintained in accordance with facility SOPs. After incarceration, the detaining officer will take a Polaroid picture of the detainee, label the back of the picture with the detainee's information, and give the picture to desk personnel to use for identification purposes in emergencies or further transfer of the prisoner.

The arresting officer may later retain this photograph for court purposes. (CALEA 72.5.3.a, 72.6.3)

- D. Unruly, disorderly persons under the influence of alcohol or other drugs or who are violent or self-destructive will be housed separately from other detainees (to the extent possible within the physical constraints of the facility) as both a protective step and conflict reduction strategy. Special consideration should be given to ensure that the potential for detainees to injure themselves or others is minimized. Such detainees should remain under close observation by facility staff.
- E. *Detainees who exhibit any suicidal tendency, commit any self destructive act, or state an intent to harm themselves may not be placed in a departmental temporary holding facility, cell, or area without continuous uninterrupted observation by an officer. Immediate notification will also be made to the on-duty shift supervisor. This prohibition applies to all agencies using departmental holding facilities and this notice is to be posted in all holding rooms and jail cells. (CALEA 72.5.5, 72.9.6.g)*
- F. When an officer places a detainee in a district station holding cell, the officer will notify an on-duty supervisor. The supervisor will ensure that welfare checks are performed every 30 minutes on each detainee. If the detainee is still in the cell when the supervisor is scheduled to go off-duty, the supervisor will notify another on-duty supervisor or an on-coming supervisor of the detainee's status and the notified supervisor will then be responsible for the detainee.
- G. Personnel placing prisoners in the headquarters holding facility, prisoner processing area, or temporary holding area will not leave the building while their prisoner is being detained. All personnel assigned to district desks, and both Major Crimes Division and *Records Division*, will monitor the holding facility alarm systems as a normal course of business. Only sworn personnel will respond to requests for assistance from prisoners. Facility SOPs will address emergency situations where sworn personnel are not immediately available. (CALEA 72.4.8, 72.8.1, 72.8.2, 72.9.1.a)

- H. SOPs will include provisions for safeguarding from general view department records pertaining to detainees and comply with all Maryland and Federal CJIS/CHR requirements. Department personnel will not release detainee information, except for that considered a public record under Maryland or Federal law, e.g., charges placed and booking information. (CALEA 72.1.3)
- I. Agencies, other than the Montgomery County Department of Police, who wish to place a prisoner in a department holding facility for detention purposes will be assisted by a Montgomery County Police officer who will then ensure that all detention paperwork and procedures are followed. Officers from outside agencies shall show their credentials and state the reason for holding the prisoner (e.g., warrant, statement of charges, etc.) prior to placing the prisoner in a department holding facility. The on-duty supervisor will be notified and will then ensure that the appropriate prisoner welfare checks are made. The arresting agency will not leave the building without coordinating with the on-duty supervisor. Each police detention facility will display a sign by the detention cell in clear view noting this policy. It is the responsibility of any officer who observes any violations of this policy by outside agencies to bring it to the attention of a supervisor. (CALEA 72.5.6, 72.9.1.b)
- J. Facility SOPs will provide for large group arrest processing and detainment when those instances exceed the capacity of the holding facilities. Mass arrests will be handled as directed by the department's Emergency Operations Plan. (CALEA 72.5.7)
- K. Prior to the release or transfer of prisoners, positive identification will be made. (CALEA 72.5.8)
- L. An officer who has reason to believe that a prisoner is possibly suicidal (but not to the degree that would warrant initiation of an Emergency Evaluation Petition), has escape potential, or is otherwise a security threat, will advise the desk personnel of such, include it on the MCP 810, and request that the District Court Commissioner note same on any court papers. In the unusual event that department personnel transport a detainee for court hearing, the appropriate judicial personnel will be informed of all such potential hazards. (CALEA 72.9.6.d)
- M. Prisoners will be promptly presented to a District Court Commissioner in accordance with department arrest policy. (CALEA 72.7.1.a, 72.7.1.b)
- N. The prisoner will be allowed a call to a family member, attorney, or bail bondsman; privacy will be extended that does not interfere with security requirements. (CALEA 72.7.1.c, 72.7.1.d, 72.7.1.e)
- VII. Security
- A. Access to holding facilities, prisoner processing areas, and temporary holding areas will be limited to only those with a valid reason for entry, e.g., police personnel, defendant's attorney, commissioners, etc. Visitors will not be allowed. Under no circumstances will non-essential personnel be granted access during emergencies. (CALEA 72.1.2, 72.8.5, 72.9.6.c)
- B. Firearms will be secured in department installed gun-boxes prior to entry into any processing area, holding facility, or temporary holding area. Certain emergency situations may preclude such storage (e.g., emergency evacuation of prisoners during a fire, etc.). (CALEA 72.4.1, 72.9.6.a)
- C. Officers will not enter prisoner cells unless there is more than one officer present. (CALEA 72.4.2)
- D. Keys to the cells will be maintained in a limited access area or control box to reduce potential for duplication or lock compromise. However, access must be made available to at least one person on duty at the facility to ensure emergency access. At no time will the keys be taken outside the facility's physical environment. While civilian employees may not remove prisoners under normal operations, in emergencies (such as fires, emergency medical incidents), it may be necessary for a civilian employee to have access, thus the keys must be readily available. Facility SOPs will address this issue. (CALEA 72.4.2, 72.4.3, 72.9.6.c)
- E. Holding facility doors *will* remain locked when occupied *and should be locked when empty*.

Personnel locking facility doors should double check them for secure status prior to leaving. (CALEA 72.4.4)

- F. Cells will be checked for contraband and weapons after each prisoner is released and prior to placing the next prisoner in them. Cells will also be inspected weekly for contraband and weapons and recorded on the MCP 811, "Department Holding Facility Inspection Log." Problems with the cells will be made known to the facility manager, or designee, as indicated in Appendix A, and the cell will be removed from service until repairs have been made. (CALEA 72.4.5, 72.4.6, 72.9.6.f)
- G. Unit SOPs will provide for the inspection and control of tools brought into holding facilities, prisoner processing areas, or temporary holding areas during repairs. An inspection of the holding cells, prisoner processing areas, or temporary holding areas will be made after each such repair to ensure no items are introduced into the area. (CALEA 72.4.7)
- H. Due to the short stays at department holding facilities, prisoner processing areas, or temporary holding areas, mail or packages will not be delivered to the detainee. Detainees will have reasonable access to their attorneys, and department personnel will not hinder the detainee's efforts to obtain and meet with counsel. Prior to allowing interviews with attorneys, a search will be made of the attorney's person to ensure that contraband or weapons are not introduced into the secure areas or to the prisoner. All such searches and contact will be documented on the back of the MCP 810. (CALEA 72.7.1, 72.8.4, 72.8.5)
- I. Escapes
In instances of escapes from department holding facilities, prisoner processing areas, or temporary holding areas:
1. Officers will notify ECC as soon as possible and place a complete lookout by referring to the information on the documents in the officer's possession (warrant, MCP 810, detainer form, reports, Prisoner Information Memo, etc.). (CALEA 71.1.7.a)
 2. Officers must request that ECC notify the officer's supervisor, the duty commander, or the officer's district commander. (CALEA 71.1.7.a)

3. Officers will fully document the incident on the event report. (CALEA 71.1.7.b)
4. The responding supervisor will:
 - a. Define the scope of and coordinate search efforts.
 - b. Ensure departmental reporting requirements are complied with and that copies of any reports are forwarded to the arresting officer's supervisor. (CALEA 72.4.10, 72.9.6.d)

J. Escape Attempts

In instances of attempted escapes from department holding facilities, prisoner processing areas, or temporary holding areas:

1. Officers will notify their supervisors of any escape attempts and fully document the incident on the event report.
2. The officer's supervisor will ensure departmental reporting requirements are complied with. (CALEA 71.1.7.b)

- K. Any incident or situation that has threatened the safety of a facility, or any person therein, will be documented on appropriate department reports in accordance with the Field Report Manual. This report will contain, at a minimum, identification of training, maintenance, or policy problems contributing to the problem. Copies will be forwarded to the *Staff Inspections Section (SIS)*. (CALEA 72.4.11)

VIII. Audio Surveillance

- A. The audio communications systems between the staff monitoring location and the cells will be inspected for *proper operation* and tested in accordance with the schedule in *accordance with Appendix B*. Facility SOPs will ensure that staff personnel are assigned to monitor the audio system whenever there is a prisoner detained in any cell and take appropriate action when requests for assistance are received from the cells. Only sworn personnel will enter a cell to provide assistance. Life threatening situations, such as fires or medical emergencies, may dictate emergency entry by non-sworn personnel. Facility SOPs will provide procedures to minimize danger to both department personnel and the prisoner. Monitoring of the audio surveillance devices will be consistent with security and safety requirements, while at the same time respecting the privacy of the prisoner. Signs

will be prominently displayed in all holding cells advising the prisoner of audio monitoring and procedures for obtaining assistance. (CALEA 72.4.8, 72.8.2, 72.9.1.a, 72.9.5)

- B. Each holding facility, prisoner processing area, and temporary holding area will have a red duress/panic alarm (10-50 button) installed to be used in the event of an emergency. Unit SOPs will provide for designated personnel to monitor these alarms and describe appropriate responses to initiated alarms. The alarm systems will be tested in accordance with *Appendix B*. (CALEA 72.4.9, 72.9.6.b)

IX. Emergency Operations

- A. Each facility will have posted an emergency evacuation plan for the holding facilities, prisoner processing areas, and temporary holding areas. All emergency exits will be designated with clearly marked signs. The holding facilities, processing areas, and temporary holding areas will be covered within each facility fire protection plan and a copy of the appropriate escape route will be posted within these facilities. (CALEA 72.3.2, 72.9.5)
- B. All smoke, fire, and other emergency detectors/alarms will be of a type approved by the Montgomery County Fire Marshal and tested in accordance with the schedule in *Appendix B*. When these items are inspected, copies will be requested by each facility manager for the individual facility and the *SIS*. (CALEA 72.3.1, 72.9.5)
- C. Fire extinguishers will be located in the immediate or general area of all holding facilities, prisoner processing areas, and temporary holding areas. Locations will be responsive to safety and security of officers and other department personnel and will be clearly marked. Fire extinguishers will be of a type approved by the Montgomery County Fire Marshal and inspected and tested in accordance with *Appendix B*. Copies of this inspection will be maintained by the Department of Facility Services (DFS), with copies requested by each facility manager for the individual facility and the *SIS*. (CALEA 72.3.1, 72.9.5)

X. Health and Hygiene

- A. All detainees will have access to toilet facilities, including a toilet, wash basin, and drinking water. In certain holding cells, these are not part of the physical environment, thus provisions will be made for escorts to such equipment or accommodations upon reasonable request by a prisoner. Only sworn personnel may perform escort duties. (CALEA 72.2.1.c, 72.2.1.d, 72.9.2)
- B. Holding facilities, prisoner processing areas, and temporary holding areas will provide adequate lighting and the circulation of fresh or purified air in accordance with Montgomery County regulations. (CALEA 72.2.1.a, 72.2.1.b)
- C. No detainee will be allowed access to medicine, even if part of the detainee's property. Department personnel will not dispense medications. If a certified emergency exists, department personnel will notify and request assistance from Montgomery County Fire and Rescue Service (MCFRS) personnel for the decision to administer any medications. If the prisoner is suffering life threatening conditions (e.g., chest pains, asthma attacks, etc.) and has prescribed medicine as part of the prisoner's property, the assisting officer will advise MCFRS of its existence, the contents of the label, and the patient's symptoms, and will follow MCFRS instructions regarding administration of the medicine. Any remaining medication will be turned over to the responding MCFRS personnel. FC 811, "Handling, Searching, and Transporting of Prisoners," will govern transport of prisoners to health care facilities. All detainees in need of medical care will be provided medical care prior to processing into the holding cells. (CALEA 72.6.1, 72.6.4, 72.6.5, 72.9.2)
- D. A sanitation inspection will be conducted in accordance with *Appendix B* for all holding facilities, processing areas, and temporary holding areas. Unsanitary conditions will be corrected via maintenance or cleaning requests through DFS. A record of these inspections will be maintained on the MCP 811 and in accordance with *Appendix B*. (CALEA 72.3.3)
- E. When detainees cannot be transferred to CPU and are held for extended periods, detainees will be provided meals. Three meals will be provided during each 24 hour period with no more than 14 hours elapsing between meals.

Meals-Ready-To-Eat (MREs) will be opened and then served to detainees. Only those that require no utensils (other than provided with the meals) for consumption or equipment for preparation will be served. MRE utensils must be accounted for when the detainee has finished eating with them. A sergeant will authorize distribution of these supplies. Provisions for re-supply requests will be included within the facility SOP. (CALEA 72.4.7, 72.7.1.f)

- F. One complete set of clean, sanitary, and fire-retardant bedding (pillow, one blanket, and a mattress) will be maintained for each authorized cell in the facility. This is required should a prisoner be detained over 8 hours. The status of this equipment will be inspected in accordance with *Appendix B*. A sergeant will authorize distribution of these supplies. Provisions for re-supply requests will be included within the facility SOP. (CALEA 72.2.1.e)
- G. All detainees in custody will be visually checked once every 30 minutes and the results of that check will be documented on the MCP 810. In checking, personnel will be alert for signs of altered consciousness or mental status deterioration. Any uncertainty about a prisoner's condition will be resolved by summoning MCFRS assistance and, as required, having the prisoner transported to a medical care facility. If shifts change prior to release of a prisoner, the exiting shift will notify the on-coming supervisor who will accept responsibility for the prisoner and ensure that a detainee count and a visual check of the prisoner's condition are performed. This change of custody will be acknowledged on the MCP 810. (CALEA 72.6.3, 72.8.1, 72.9.1.a, 72.9.6.g)
- H. A first aid kit will be available and maintained in the immediate vicinity of the holding cells, prisoner processing areas, and temporary holding areas. It will be inspected in accordance with *Appendix B*. Facility managers will incorporate provisions for replenishment of supplies in their SOPs. (CALEA 72.6.2)
- XI. Physical and Maintenance Requests
Unit commanders will be responsible for periodic inspections as detailed in this order

and will request appropriate repairs as identified by these inspections. A file will be maintained on all requests, to include a summary of actions accomplished. *Appendix B* contains frequency, retention, and disposition requirements for this file. (CALEA 72.3.11, 72.4.6)

XII. Inspections

Inspections will be accomplished in accordance with *Appendix B*. Inspection forms will be retained in a unit file in accordance with retention schedules in *Appendix B*.

XIII. Proponent Unit: Field Services Bureau Administration

XIV. Cancellation

This directive cancels Function Code 810, effective date 02-25-00 and Headquarters Memorandum 01-10.

Charles A. Moose, Ph.D.
Chief of Police

HOLDING CELL RESPONSIBILITY

Location	Type Facility	Facility Manager Responsible	Output	Number of Adult Cells*	Number of Juvenile Cells*
First District	<ul style="list-style-type: none"> • Holding Facility • Processing Area • Temporary Holding Area 	District Commander	Inspection Forms	2 Male 1 Female	1
Second District	<ul style="list-style-type: none"> • Holding Facility • Processing Area • Temporary Holding Area 	District Commander	Inspection Forms	4 Male 1 Female	1
Third District Station	<ul style="list-style-type: none"> • Holding Facility • Processing Area • Temporary Holding Area 	District Commander	Inspection Forms	4 Male 1 Female	1
Fourth District	<ul style="list-style-type: none"> • Holding Facility • Processing Area • Temporary Holding Area 	District Commander	Inspection Forms	2 Male <i>1 Female</i>	1
Fifth District	<ul style="list-style-type: none"> • Holding Facility • Processing Area • Temporary Holding Area 	District Commander	Inspection Forms	3 Male 1 Female	2
Sixth District	<ul style="list-style-type: none"> • Temporary Holding Area 	District Commander	Inspection Forms	N/A	N/A
Family Services Division	<ul style="list-style-type: none"> • Temporary Holding Area 	Director, Family Services Division	Inspection Forms	N/A	N/A
Headquarters	<ul style="list-style-type: none"> • Holding Facility • Temporary Holding Area • Bedding and MREs 	Director, Major Crimes	Inspection Forms	1** Male/ Female	1**
Headquarters	<ul style="list-style-type: none"> • Processing Area 	Director, ISSD	<i>None</i>	N/A	N/A

* Facility SOPs will designate procedures for doubling up of cells during peak hours. These procedures will include provisions for increased frequency of welfare checks than when cells are occupied by only one prisoner.

** Only one cell is available; it may be used for male or female, adult or juvenile.

INSPECTION AND MAINTENANCE SCHEDULE

Item	Frequency	Disposition	Retention Schedule and File Cut-Off
Fire Extinguishers (MCP 811)	Daily Inspection/ Semi-Annual Testing	Unit level retention; batched copy for preceding six months forwarded to Staff Inspections by 15th of month following on semi- annual basis	One year at unit level; forward to Staff Inspections, retain one calendar year
Sanitation	Weekly Inspection	S/A	One calendar year at unit level
Maintenance	As Needed	S/A	Two years
Adult Detention Forms	1/2 hr Check/ Monthly Collection	Unit level; copy forwarded to Staff Inspections monthly	Unit level, one year; Staff Inspections, three years
Juvenile Detention and Disposition Forms	1/2 hr Check/ Monthly Collection	Unit level; copy forwarded to Staff Inspections quarterly	Unit level one calendar year. Staff Inspections, three calendar years
Emergency Supplies	Monthly Inspection	Unit level	One calendar year
Health, Hygiene and Sanitation	Daily Inspection/ Testing	Unit level	One calendar year
Fire, Heat, Smoke Alarms and Detectors	Daily Inspection/ Monthly Testing	Unit level; copy forwarded to Staff Inspections quarterly	Three calendar years
First Aid Kits	Weekly Inspection	Unit level; copy to Staff Inspections annually	One calendar year
Evacuation Plans	Weekly Inspection/ Semi-annual Review	Unit level; copy of all plans to Staff Inspections initially and upon revision;	Indefinite for current plan; immediate previous revision one year; no cut-off date
Security Check/Search for Weapons and Contraband	Before and after each occupation by a prisoner; weekly check	Documented on Prisoner Logs	Three calendar years; forward to Staff Inspections for disposition

Item	Frequency	Disposition	Retention Schedule and File Cut-Off
Audio Communications and 10-50 Buttons	Equipment inspected and tested weekly	Documented on unit level inspection sheet	One calendar year; forwarded to Staff Inspections upon closeout
Detainees	Every 30 minutes during detention, by the arresting officer	See MCP 810	<i>Submit copies of MCP 810; submit all adult and juvenile forms to Staff Inspections quarterly and no later than one month following the due date; 01-01 to 03-31; 04-01 to 06-30; 07-01 to 09-30; 10-01 to 12-31; others Unit Level one year; forward to Staff Inspections quarterly; Staff Inspections retains for three years</i>
Bedding and MREs	Semi-Annually	Documented on <i>MCP 811</i>	Unit level, one year; forward to Staff Inspections at end of calendar year

Definitions:

Unit Level: the file is retained within the organizational unit for the period indicated; e.g. Unit Level one year, at the end of the C/O (cut off) date, the file would remain at the unit for one additional year and then be forwarded in accordance with the directions given.