

# **WEST PALM BEACH POLICE DEPARTMENT**

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## **III-3 PRISONER PROCESSING/TEMPORARY HOLDING FACILITY**

**EFFECTIVE: 12/26/2007**

**CALEA Standards: 71.1.1, 71.2.1, 71.3.1, 71.3.2, 71.3.3, 71.4.1, 71.4.2, 71.4.3**

**CFA Standards: 30.01 through 30.12**

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**I. POLICY:** The West Palm Beach Police Department has established guidelines to operate a prisoner processing/temporary holding facility. The prisoner processing/temporary holding facility is designated as the authorized area for detainee processing, testing, and temporary detention. Detainees will be held for no longer than six hours pending the release or transportation of the detainee to another facility. The facility will accommodate men, women, and juveniles. During this temporary holding period, no more than brief, inadvertent, or accidental visual or sound contact between juvenile and adult detainees is permitted. Officers must also ensure that detainees of opposite genders are held under the same conditions. The detainee will be visually monitored at no more than fifteen (15) minute intervals.

### **II. ADMINISTRATIVE PROCEDURE:**

A. The Assistant Chief of the Support Services Bureau or designee is responsible for the authorized use and operation of the prisoner processing/temporary holding facility. The individual detainees are the responsibility of the arresting or transporting officers. An administrative review of the facility will be conducted once every three years.

1. All requests for repairs and maintenance are to be directed through the Building Facilities Supervisor. No repairs or maintenance will be performed while detainees are in the prisoner processing/temporary holding facility unless exigent circumstances exist.

a. Upon completion of repairs or maintenance, Building Facilities personnel will ensure that all tools and supplies, Department or Vendor provided, are accounted for and removed from the holding facility.

2. The District II daytime Shift Commander is responsible for the daily inspection of the prisoner processing/temporary holding facility to include the sally port; the booking area; the interview rooms; the prisoner=s bathroom; the fire detection, alarm and suppression devices; the Adult and Juvenile Prisoner Entry Logs (Appendix C.); and the Holding Room/Interview Room Log (Appendix D). The inspection will be documented in the Daily Prisoner Processing/Holding Facility Check List (Appendix B). In the absence of the District II Lieutenant, the District I Lieutenant is responsible for the completion of this form.

a. When contraband is located, it will be seized, placed into evidence or found property, and the discovery will be documented in a police report.

b. The Building Facilities Supervisor will be notified of any maintenance problems or repairs needed.

c. Completed log sheets will be removed by the District Lieutenant conducting the daily inspection and forwarded to the District II Captain for review. The District II Captain will sign the bottom of the logs after review then forward the forms to the Records Section for filing. The District I Captain will complete this review in the absence of the District II Captain.

B. Fire Prevention Practices and Safety Procedure in the Prisoner Processing/ Temporary Holding Facility.

1. Approved automatic fire alarms with heat and smoke detectors and fire suppression are provided in the prisoner processing/ temporary holding facility.

a. The smoke detectors and fire alarm will be tested quarterly by the Building Facilities Supervisor or a designee. The testing will be documented in a report.

b. The Building Facility Supervisor or a designee will conduct semiannual tests of the fire suppression (fire sprinkler) equipment. The testing will be documented in a report.

2. A hand held fire extinguisher is kept in the employee restroom in case of fire. The fire extinguisher will be

inspected each fiscal year by the Building Facility Supervisor or a designee.

3. In the event of a fire:

- a. All officers and detainees will be evacuated via the posted escape routes.
- b. Dispatch Operations will be notified immediately to respond Fire Department units.
- c. After officers and detainees are moved to a safe area, an officer may, at his or her discretion, attempt to extinguish the fire, but only when a reasonable chance of success exists with minimal danger to the officer.

**III. PRISONER PROCESSING/TEMPORARY HOLDING FACILITY OPERATIONAL PROCEDURE:**

**A. FIREARMS ARE NOT ALLOWED INSIDE THE PRISONER PROCESSING/ TEMPORARY HOLDING FACILITY.**

B. Officers will drive into the sally port area from Banyan Blvd. and park as far south as possible.

C. Officers will notify Dispatch Operations they are in the sallyport with a prisoner.

D. After the garage door has fully closed, the officer will secure his or her personal firearm(s) inside the weapons locker located outside of the north prisoner processing/temporary holding facility door.

- 1. Only after the firearm(s) are secured will the prisoner be removed from the police vehicle.
- 2. The officer may keep departmentally approved non-lethal weapons on his or her person inside the prisoner processing/temporary holding facility.

E. The detainee will be taken inside the prisoner processing/temporary holding facility and the door will be secured.

F. Prior to entering the Prisoner Processing/Temporary Holding Facility or any holding or interview room therein, the detainee will be searched. All personal property will be taken from the detainee prior to them being placed into a holding room or taken into an interview room, including, but not limited to,:

- 1. Matches, lighters, tobacco products, gum, etc.
- 2. Belts, shoes, outerwear (coat, windbreaker, etc.); and
- 3. Any other loose items in the detainee=s pockets.

G. A police officer will be inside the prisoner processing/temporary holding facility at all times when a detainee is present.

- 1. When detainees are in the holding rooms, the officer must check on their well-being at intervals of no more than fifteen (15) minutes. More frequent checks should be made if circumstances or the detainee=s demeanor indicate so. The checks will be entered into the log sheet kept for each room by the door.
- 2. When the detainee is of the opposite gender than the officer and no officer of the same gender is present, the officer may continue to observe the detainee.
  - a. If the detainee of the opposite gender than the observing officer engages in any lewd, immoral or any other objectionable behavior, the officer will notify a supervisor. An officer of the same gender as the detainee will be requested and sent to continue to observe and/or assist with any procedures that are deemed necessary to control the detainee and complete processing.

3. When juveniles and adults are brought into the prisoner processing/temporary holding facility at the same time by different units, it is imperative juveniles and adults are kept separate by sight and sound and no more than brief, inadvertent or accidental sight or sound contact occurs until they are placed into their holding rooms. Officers must also ensure that detainees of opposite genders are held under the same conditions. The vinyl flap on all occupied holding room doors will be rolled down over the windows to prevent visual contact.

4. Should it become necessary for the arresting officer to leave the prisoner processing/temporary holding facility, he or she will remain in the facility until another officer becomes available to monitor the detainee.

H. The detainee will be placed into a holding room after the officer has inspected the room for contraband and the door secured. The detainee=s name, the date, the securing officer=s name and ID #, and the time the door was secured will be entered on the Holding Room/Interview Room Log (Appendix D).

1. An officer may reenter the occupied holding room when necessary to accomplish a task (i.e. interview, imaging, fingerprinting, rest room request, etc.) or when an emergency condition exists (i.e. medical emergency, facility emergency, etc.).

2. When the detainee is removed from the holding room for any reason except release or transport from the facility, the officer will re-inspect the holding room for contraband each time the person is removed and then secure the room and not allow any other person to occupy it.

3. If the person will be removed for more than 15 minutes (such as when they are taken to CID for a detective to interview), the Time Out will be logged for the initial entry on the room log. When the person is returned to holding, a new entry will be made with the return time as "Time In". The log of 15 minute checks will continue in the new section.

I. The arresting and/or transporting officer is responsible for safeguarding the prisoner/ detainee=s property from loss or destruction.

1. The arresting/transporting officer will complete the receipt for prisoner's personal property form (Appendix E). All property shall be placed into the detainee=s property bag. Place detainee=s property inside and seal the bag. The officer will complete a P.B.S.O Jail tamper/proof property bag and the following items must be placed in the bag:

**(On the left side of bag will be)**

- a. Jewelry—all types
- b. Keys—all types
- c. Credit cards/debit cards—all types
- d. Identification-all types
- e. Cell phones-turned off and batteries removed
- f. Unacceptable monies-foreign money and checks
- g. Blank personal checks-log check numbers
- h. Wallet-empty

**(On the right side of bag will be)**

- i. Cash-bills and coins (no foreign)
- j. Checks-facility government checks

The following items must be placed in a paper bag, not tamperproof bag:

- a. Glasses/Contact lenses—prescription/reading
- b. Dentures-full or partial (non-cosmetic)
- c. Inhalers
- d. All papers (including phone numbers)
- e. Clothing items (including belts)
- f. Hygiene products-all types
- g. Prescription medicines

3. Property that does not fit in the bag will be documented on the label and kept with the bag.
4. The detainee will sign the form acknowledging the property was removed for safe keeping.
5. If the detainee is combative and/or it would not be safe to remove the handcuffs, the detainee need not sign the label. The detainee=s demeanor will be noted on the label (i. e. combative, handcuffed, etc.).

J. After the property has been bagged and documented, the officer will lock the property in one of the drawers located on the North wall of the Prisoner Processing/Temporary Holding Facility that has been designated for secure property storage.

1. The officer will maintain possession of the key to the drawer until the property is to be returned to the detainee for OR release or the property is turned over to an officer who will transport the detainee to the appropriate facility. Once the property is removed, the key will be left in the lock for the next use.

K. The property will be returned to the detainee if he or she is released from the Police Station. Tobacco products will not be returned to juveniles (SOP # IV-11).

1. When the detainee is transferred to another agency, the property will be turned over to the transporting officer. The transporting officer will conduct an inventory of the contents of the detainee=s property bag with the transporting officer, before custody is relinquished. The transporting officer will turn the detainee=s property over to the receiving facility personnel.
2. The transporting officer will verify that all property turned over to the receiving agency is listed on the prisoner=s property form.
3. If there are any discrepancies the transporting officer will obtain a copy of the receiving agency=s inventory sheet and retain the detainee property bag. The transporting officer will immediately notify his or her supervisor of the discrepancy.

L. The detainee=s information will be recorded in the appropriate log-in book. There are separate log books for juveniles and adults. The information includes the detainees name, gender, race, offense charged, case number and the room number in which they were detained.

1. Each arresting officer is responsible for ensuring that all spaces on the log-in books are accurately and legibly completed.
2. The Records Section is responsible for retention of the juvenile and adult log-in books and the holding room log sheets. The supervisor of Internal Services Unit or a designee will make the proper notification to the Florida Department of Juvenile Justice regarding the arrest of any juveniles who are held in the police department or detained in the facility.

M. At the arresting officer=s discretion, handcuffs may be removed or repositioned on nonviolent prisoners.

N. The officer will complete all appropriate paperwork including the Notice to Appear (N.T.A.) and a probable cause affidavit. A crime scene technician will be notified for processing if necessary. If a Crime Scene Technician is not available, the arrestee/ detainee will be transported to the Palm Beach County Jail for processing.

O. Any strip searches will be conducted in accordance with F.S.S. 901.211. Having the arrested person remove or rearrange some or all of his or her clothing so as to permit visual or manual inspection of the genitals, buttocks, breasts in the case of a female, or undergarments of such person is considered a strip search. A supervisor must give a written authorization to perform a strip search.

1. The officer requesting the strip search will inform the supervisor of the facts compelling the need for the strip search.
2. If the supervisor=s believes the facts presented are sufficient, the written authorization form will be completed and presented to the officer prior to conducting the search.

3. The written authorization will be submitted as part of the original report, with a copy to the Division Commander for review. The copy will be signed by the Division Commander and forwarded to the Policy Officer for filing.

4. No person arrested for a traffic, regulatory, or misdemeanor offense, except in a case which is violent in nature, which involves a weapon, or which involves a controlled substance, shall be strip searched unless there is probable cause to believe that the individual is concealing a weapon, a controlled substance, or stolen property.

P. Every effort will be made to release or transport the detainees within four (4) hours. Under no circumstances will they be held longer than six (6) hours.

Q. If the detainee becomes injured, ill or requests medical treatment, treatment will be provided promptly.

1. Instructions for requesting treatment will be posted in English, Spanish, and Creole (Haitian) within the prisoner processing/temporary holding facility.

2. When medical distress is noted, the officer will immediately contact Emergency Medical Services (EMS) and notify a supervisor.

3. When necessary, officer(s) will administer basic first aid and CPR until the arrival of EMS.

4. When the prisoner requires further medical treatment, an officer will ride with the prisoner in the ambulance to the appropriate hospital.

5. When the injured prisoner is charged with a misdemeanor crime(s) and meets the Notice to Appear criteria, the Shift Commander has the option to order the release of the prisoner on his or her own recognizance to conserve manpower and keep overtime costs to a minimum.

R. At the Officers discretion access to drinking water, restrooms, and other needs are available for use in the Prisoner Processing area for non-violent detainees.

S. When the detainee requests to use the restroom facilities, the officer will:

1. Inspect the restroom to ensure it is not in use, the cabinets are secure and no contraband is present prior to allowing the detainee to use it.

2. Ensure that all property except essential clothing has been taken from the detainee prior to allowing the detainee to use the restroom facility; and

3. When the detainee has finished in the restroom, the officer will secure the detainee in his or her respective holding room and re-inspect the restroom facility for contraband which may have been concealed or discarded by the detainee.

T. Interview Room #1050, located outside the south door to the holding facility, is to be used for interview purposes only. The lock bolt will be secured open by a combination lock and the room door will remain unlocked. Any detainee taken into this room will be accompanied at all times by an officer.

1. Under emergency circumstances, this room may be used for holding at the direction of the Shift Commander, who will provide the combination for the lock securing the lock bolt open.

2. To use for holding, all unsecured furniture will be removed from the room and placed in the public hallway outside of the south door into the elevator/interview room lobby.

3. An Interview Room/Holding Room Log will be created and used during the emergency use period. An officer should standby with the detainee or more frequent checks should be made as there is a lesser level of security on the exit doors from the elevator/interview room lobby.

4. When the emergency has passed, the furniture will be returned to the room and the lock bolt again locked

open.

**IV. JUVENILES IN SECURE CUSTODY:**

A. All procedures applicable to adult detainees apply with the additional requirements as follows:

1. Juveniles are to be held separate from the adult detainees. During this temporary holding period, no more than brief, inadvertent, or accidental sight or sound contact between the juvenile and adult detainees is permitted. Officers must also ensure that detainees of opposite genders are held under the same conditions.

2. When juveniles and adults are brought into the prisoner processing/temporary holding facility at the same time, it is imperative juveniles not previously adjudicated as an adult by competent authority and adults are kept separate by sight and sound and no more than brief, inadvertent or accidental sight or sound contact occurs until they are placed into their holding rooms. Officers must also ensure that detainees of opposite genders are held under the same conditions. The vinyl flap on all occupied holding room doors will be rolled down over the window to prevent visual contact.

3. When juvenile detainees are in the holding rooms, the officer must check on their well-being at no more than 15 minute intervals. More frequent checks should be made if circumstances or the detainee's demeanor indicate so. The checks will be entered into the log sheet kept for each room by the door.

4. Under no circumstances will juvenile detainees be held in excess of six (6) hours.

a. The six (6) hours of detention does not include:

- 1) Apprehension on the street,
- 2) Placement in the locked back seat of a police car,
- 3) Entry into an unsecured area of the police station,
- 4) When a juvenile is placed in an unlocked room or,
- 5) The time the juvenile is in a secure booking area for processing purposes only, provided the juvenile is under continuous in-person observation.

b. The six (6) hour time limit of secure custody begins in the following locations:

- 1) Locked booking area,
- 2) Locked holding room, or
- 3) Locked office.

5. A juvenile in custody who is not under arrest for a criminal violation of any Florida State Statute (i.e., runaway, truant, ungovernable behavior) will **NOT** be placed into secure custody.

6. Juveniles will be processed, fingerprinted, and imaged according to F.S.S. when they are arrested for any felony and the following misdemeanors:

- a. Assault,
- b. Battery,
- c. Carrying a concealed weapon,
- d. Child abuse,
- e. Open carrying of a weapon,

- f. Exposure of sexual organs,
- g. Cruelty to animals, and
- h. Arson.

7. When a juvenile is arrested for any crime that, if committed by an adult, would be a felony or the crime involves the use of violence:

- a. During school hours, the appropriate school principal will be notified immediately.
- b. After normal business hours, notification will be made by contacting the School Board Police on the common channel or at (561) 434-8700.
- c. The name of the person to whom the information was given will be documented in the police report.

**V. SECURITY AND CONTROL:**

A. The north and south holding facility doors automatically lock when closed. Officers will check to verify these doors did latch securely anytime they are passed through. Caution should be exercised while entering and exiting through these doors while detainees are in custody to prevent escape and to assure officer safety.

B. All police officers are required to secure their detainees as soon as practical in a holding room. Detainees will remain in the holding rooms until released or transported to the appropriate facility.

- 1. At the arresting officer=s discretion, handcuffs, leg and waist chains, or hobbles may be used on, removed from, or repositioned on detainees based on their demeanor and other circumstances. Detainees will not be secured to any immovable objects.
- 2. Detainees removed from the holding room for necessary processing will be immediately returned to the room when the processing is completed.

C. It is the responsibility of the arresting officer to ensure the holding room is searched for weapons and contraband and checked for damaged security, smoke alarm, and fire suppression devices (sprinkler heads), and other installed equipment before and after each detainee is secured inside or removed from the holding room.

- 1. Weapons and contraband will be detailed on a police report and handled appropriately.
- 2. Damaged devices and equipment will be reported to the Building Facilities Supervisor or designee and to the on-duty Shift Commander, who will notify the District II daytime Shift Commander for inclusion on the Daily Check List.

D. Alarm systems in the processing/temporary holding facility.

- 1. No police officer is permitted to be in the prisoner processing/temporary holding facility when prisoners are present without an operational two-way police radio equipped with the **ADistress Alarm** function.
- 2. The prisoner processing/temporary holding facility is equipped with a panic alarm monitored by Dispatch Operations. When the alarm is activated, Dispatch Operations will immediately summon assistance for the involved officer(s) and begin visually monitoring the activity via the closed circuit television system.
  - a. The Dispatch Operations supervisor will immediately notify an on-duty shift commander.
- 3. The Shift Commander will reset the activated panic button.
  - a. In cases where no shift commander is available, a reset key is kept at the video monitor in the report room and may be used to deactivate the alarm.

E. When it becomes necessary for an officer to enter a holding room occupied by a detainee, such as when a detainee is unconscious or attempting to injure him/her self or others:

1. The officer will notify Dispatch Operations and request back up and/or E.M.S.
  - a. The officer will wait for back-up unless immediate action is necessary to ensure the safety of the detainee or others,
2. The officer will secure a violent prisoner so he or she cannot further injure himself, herself or others.
3. Medical treatment will be provided if necessary.
4. The officer will notify a supervisor.

F. Should an arrestee escape from the prisoner processing/temporary holding area:

1. The Officer will:
  - a. Notify Dispatch Operations of the mode and direction of escape,
  - b. Take pursuit and set up a perimeter provided there are no other prisoners in the processing area,
  - c. Ensure the number of persons that escaped is correct by taking a head count of those prisoners remaining in the holding facility,
  - d. Remain in the holding facility to ensure any remaining prisoners do not escape, and
  - e. Document the incident in an offense/incident report.
2. Dispatch Operations will:
  - a. Sound the alert tone,
  - b. Advise patrol units of the circumstances, and
  - c. Notify a supervisor.
3. The Patrol Supervisor will:
  - a. Ensure a perimeter is established,
  - b. Initiate and supervise the search,
  - c. Notify an on duty K-9 unit(s) or determine if any should be called out,
  - d. Notify the aviation unit or determine if it should be called out,
  - e. Set up a command post,
  - f. Secure from the alert after the situation has ended, and
  - g. Document the incident in an offense/incident report and/or critique the incident in a memorandum through the chain of command.

G. When prisoners are present in the holding area, the following personnel are permitted in the prisoner processing/holding area:

1. Sworn officers,

2. Crime Scene Investigators, and
3. EMS personnel who have responded to a medical call out in the facility.

H. When prisoners are present in the holding area, the following persons **ARE NOT** permitted in the prisoner processing/holding area:

1. Building maintenance staff,
2. Citizen Ride-Along, and
3. Attorneys.

a. A prisoner who has invoked his or her right to meet with an attorney should be given that opportunity in an interview room in CID

**VI. EMERGENCY EXIT:**

A. In the event of an emergency situation (major fire or other disaster) in or threatening the prisoner processing/holding area, officers should, if practical under existing conditions, rearm themselves and ensure all detainees are secured with handcuffs and/or leg chains and remove them from the holding rooms.

B. Officers will assemble the detainees in the common area of the processing area and escort the detainees into the secure sallyport area and remain with them until the situation is brought under control (see Appendix A).

1. No officer will move more than two (2) detainees.
2. When there are more than two (2) detainees per officer in the holding area, the officer will request backup so that the safety of the detainees and officers is ensured during the evacuation.

C. In the event the exit to the sallyport is impassable or otherwise unsafe, officers will ensure the detainees are secure and remove them via the south door and then west to the egress doors and onto Spine Road.

D. Once on Spine Road, officers will confine the detainees in the prisoner transport van or other police vehicle and transport them to the appropriate holding facility as soon as safely possible.

E. Officers will bear in mind that during the evacuation process, sight, and sound contact between adults and juveniles and males and females will be kept to a minimum.

1. When prisoner transports must occur immediately or time is spent in the sallyport, the above conditions also apply.

**VII. TRAINING:**

A. This policy and the procedure for the use and operation of the prisoner processing/ temporary holding facility will be taught to new police officers during their orientation.

B. Field Training Officers will reinforce the training in the use and operation of the prisoner processing/temporary holding facility during the F.T.O. training period. The training will be documented in the trainee=s Daily Observation Reports.

C. Refresher training in the use of prisoner processing/temporary holding facility will be conducted once every three years.

**VIII. REFERENCE:**

- SOP # III-1 Arrest Procedures.
- SOP # III-2 Arrestee Transportation.
- SOP # IV-9 Interview Rooms.

- SOP # IV-11 Property and Evidence Management.
- F.S.S. 901.211 Strip searches of persons arrested; body cavity search.
- F.S.S. 985.212 Fingerprinting and Photographing (juveniles).


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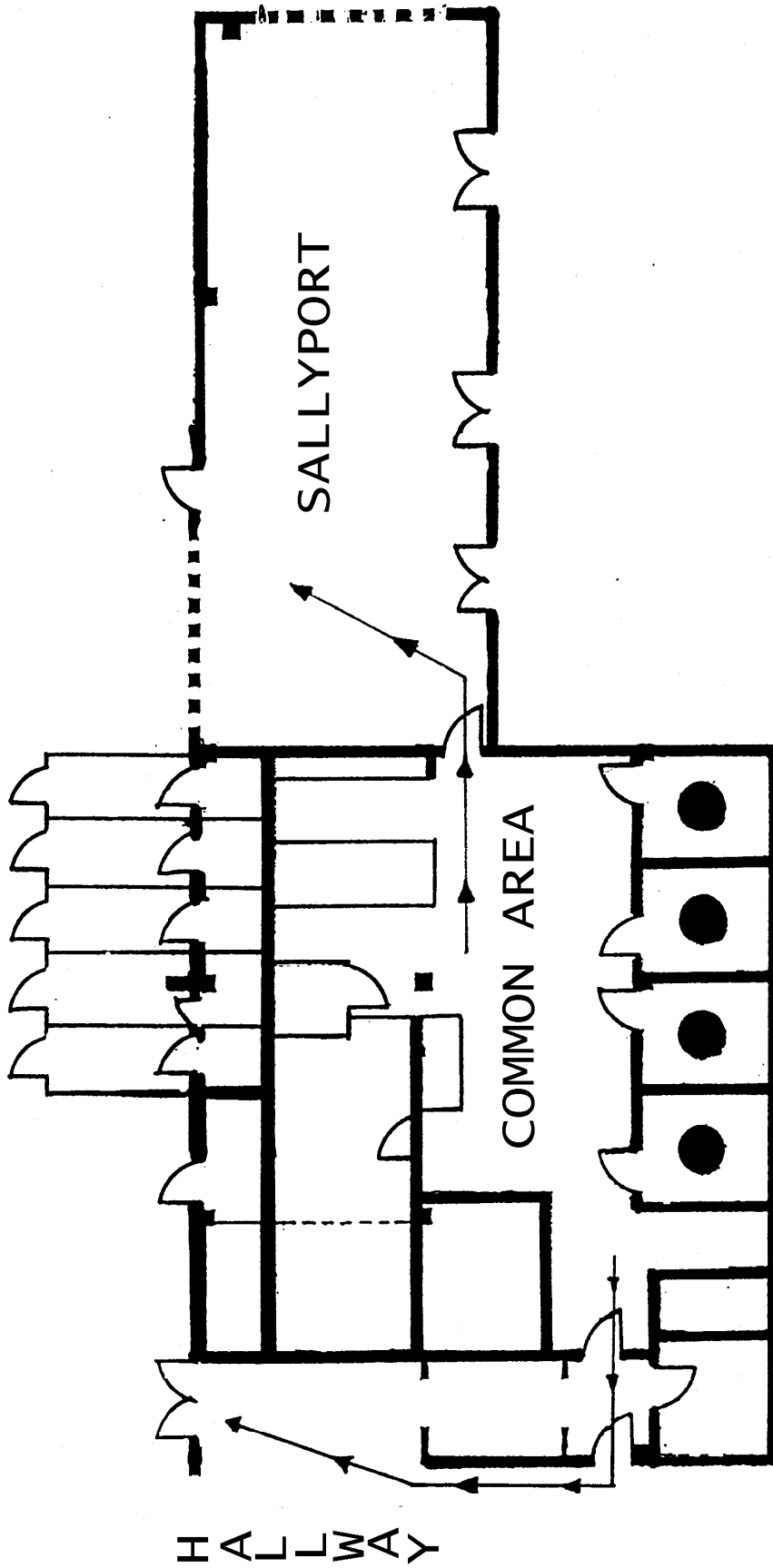
**Delsa R. Bush, Chief of Police**

Original issue: 06/09/1989  
Revised: 12/26/2007  
I.D. # 1160

History: SOP # changed to III-3 on 01/01/2005, SOP # changed to 30.01 on 08/15/98  
Old SOP # Replaces 6.220.039, 6.220.040, 6.220.041, 6.220.042, 6.220.043, 6.220.044, 6.220.045, 6.220.046  
Revision Dates: 08/15/98, 12/15/98, 12/15/1999, 04/08/2002, 07/11/2002, 01/01/2005, 09/15/2005, 12/26/2007

Job Title Task Files: Administrative Services Sgt., Patrol Shift Commander, Building Facilities Supervisor, FTO, PPO

NORTH 



EMERGENCY ESCAPE ROUTE

**Appendix B  
City of West Palm Beach  
Police Department**

**DAILY PRISONER PROCESSING / HOLDING FACILITY CHECK LIST**

Completion of this form is mandatory to remain in compliance with Departmental Policy SOP #III-3. Determining the source of and rectifying incomplete information, disorganization, or other non-compliance with this policy will be the responsibility of the respective division commander. Completion of this daily check list will be the primary responsibility of the DISTRICT II, DAY SHIFT LIEUTENANT. In the absence of the DISTRICT II LIEUTENANT, the DISTRICT I LIEUTENANT is responsible for the completion of this form. The completed form will be routed daily to the DISTRICT II CAPTAIN.

Each block below should be checked and initiated individually.

LOCATION	AREA TO BE CHECKED	DEFICIENCIES NOTICED (DESCRIBE / NOTE CASE #S)	INITIALS AND ID #
<b>SALLYPORT</b>			
	Gates in working order		
	All gun boxes are empty		
	All keys are available		
	Eye wash is in working condition		
	Garden hose is attached		
<b>BOOKING AREA</b>			
	First aid kit available and full (Refill the kit if necessary)		
	Fire extinguisher mounted and charged		
	Visual inspection of fire sprinklers and smoke/heat alarm detectors for signs of damage or tampering		
	Juvenile regulations poster mounted		
	Juvenile log is completed thoroughly and accurately		
	Adult log is completed thoroughly and accurately		
	Area / Drawers / Cabinets / Rooms clear of evidence / Property / Contraband		
	Water cups available		
	PALMS printer in working order with sufficient paper supply		
	Employee bathroom clean		
	Blood Bourne pathogens kit		

	Commo. vacuum tube in place		
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LOCATION	AREA TO BE CHECKED	DEFICIENCIES NOTED (DESCRIBE / NOTE CASE #S)	INITIALS AND ID #
	Resistant gloves in adequate supply		
	Prisoner property bags in adequate supply		
	Wire cutters		
	Leg restraints		
	Flexible restraints		
	Fingerprinting counter neat with adequate supplies		
	Overall cleanliness of main area		

<b>INTERVIEW ROOMS</b> #1044, #1045, #1046, #1047, #1048, #1050 (BY ELEVATOR)	NOTE SPECIFIC ROOM NUMBER
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	Smoke detectors and protective covering for obvious signs of damage or tampering		
	Window shade affixed		
	Lighting in working order		
	Condition of the ceiling vents		
	Locks on doors - working order		
	Contraband / Weapons / Property (If so, who was in the room last)		
	Other		

<b>PRISONER BATHROOM (CLEAN - UP ROOM)</b>
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	Cleanliness		
	Contraband / Property		

<b>LIEUTENANT=S SIGNATURE AND ID#</b>		DATE
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Appendix D

HOLDING ROOM / INTERVIEW ROOM LOG

ROOM NO:

DETAINEE	DATE	OFFICER NAME & ID #	TIME IN	TIME OUT
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TIME OF 15 MIN CHECKS:				

TIME OF 15 MIN CHECKS:				

TIME OF 15 MIN CHECKS:				

TIME OF 15 MIN CHECKS:				

TIME OF 15 MIN CHECKS:				

TIME OF 15 MIN CHECKS:				

TIME OF 15 MIN CHECKS:				

APPENDIX E

PALM BEACH COUNTY SHERIFF'S OFFICE  
DEPARTMENT OF CORRECTIONS  
RECEIPT FOR PRISONER'S PERSONAL PROPERTY

WPBPD Case # \_\_\_\_\_

JAIL	Jacket # _____ Cell # _____ Pouch # _____										
	Arrest Agency _____ Arrest Date _____ Arrest Time _____ Tamper-Proof Bag # _____										
	Print Prisoner's _____										
	Prisoner's _____ LAST NAME _____ FIRST NAME _____ MI _____ DATE OF BIRTH _____ SOCIAL SECURITY NUMBER _____										
	MALE <input type="checkbox"/> FEMALE <input type="checkbox"/> WHITE <input type="checkbox"/> BLACK <input type="checkbox"/> HISPANIC <input type="checkbox"/> OTHER <input type="checkbox"/>										
	1's	5's	10's	20's	50's	100's	Other	U.S. Bills Total	U.S. Coin Total	Check / M.O. Total	
								\$	\$	\$	
	Total Amount of Money in Writing							Total Amount of Money Numerical			
								\$			
	ARRESTING AGENCY	DESCRIPTION OF PERSONAL PROPERTY					BAG 1 OF _____ - BULK PROPERTY - BAG 2 OF _____				
1. _____					1 _____						
2. _____					2 _____						
3. _____					3 _____						
4. _____					4 _____						
5. _____					5 _____						
6. _____					6 _____						
7. _____					7 _____						
8. _____					PRISONER IS WEARING						
9. _____					1. _____						
10. _____					2. _____						
11. _____					3. _____						
By my signature, I acknowledge that the above-described property is all the property, other than that held as evidence, in my possession at the time of my arrest.											
SIGNATURE OF PRISONER			PRINT NAME OF OFFICIAL TAKING PROPERTY				ID#		SIGNATURE		
TRANSPORT	<b>CHAIN OF CUSTODY</b>										
	I certify the above inventory is correct and I have received all items listed above.										
	Name		ID Number			Agency			Date		
	1. _____		_____			_____			_____		
2. _____		_____			_____			_____			
3. _____		_____			_____			_____			
INTAKE	Shower/Uniform Issuance. D/S Print Name and ID #:										
	Items retained by inmate					Additional property/clothing placed into Property					
RELEASE	By my signature, I acknowledge receipt of all my listed property and money in the amount of:										
	Check Total \$ _____					Cash Total \$ _____					
SIGNATURE OF PRISONER			SIGNATURE AD # OF WITNESS				DATE				

CANARY - PBSO PROPERTY GREEN - TRANSPORTING OFFICER PINK -ARRESTING OFFICER/AGENCY WHITE-INMATE  
PBSO #0637 REV. 04MS