



University of Pennsylvania Police Department 4040 Chestnut Street, Philadelphia, Pa 19104		 
Directive: 29	Subject: Temporary Detention Area	Effective Date: 03/23/1998
Order of: Maureen S. Rush, Superintendent of Police		Amended Date: 08/17/2021

I. Purpose

The purpose of this directive is to provide the University of Pennsylvania Police Department (UPPD) sworn police officers with guidelines for the humane and responsible treatment of persons temporarily detained at the UPPD Headquarters building (UPPD HQ), while guarding their safety and constitutional rights.

II. Policy

The UPPD utilizes a “Temporary Detention Area” for the purpose of identifying, interviewing and/or processing of detainees in the custody of UPPD personnel. Detainees shall not be held any longer than necessary in order to complete processing for a summary offense, or interview. Detainees in the custody of UPPD personnel shall be monitored closely for medical issues and if applicable, shall be transported as soon as possible to the appropriate Philadelphia Police Department (PPD) investigatory or holding facility for booking. The UPPD Does Not Operate as a Holding Facility.

III. Scope

This directive shall affect all sworn police officers.

IV. Definitions

- A. Detainee: For purposes of this directive, the term detainee shall refer to a person in the custody of UPPD personnel whose freedom of movement is at the will of agency personnel. Detainees in custody shall only be held in the UPPD temporary detention area for the purpose of processing, identification, interview, or transfer to another facility.
- B. Custody: Legal or physical control of a person in an area or facility or while in transit; legal, supervisory, or physical responsibility for a person.
- C. Processing: Involves physical contact with a detainee to include pre-booking activities involving detainees in custody, after which detainees may either be released from custody or be escorted to a holding facility, at which time they would be booked.
- D. Booking: A procedure for admitting a person charged with an offense to a holding facility; includes searching, fingerprinting, photographing, medical screening, collecting personal history data, and inventorying and storing a person's property.
- E. Temporary Detention: Requires confinement within a specific area and does not refer to detention of persons in public places. Temporary detention is measured in hours and does not involve overnight housing or the provision of meals except in extenuating circumstances.
- F. Temporary Detention Area: A room, space, or area for the processing, questioning or testing of detainees where they may not be subject to the constant control or supervision of agency personnel in the same room space or area.
- G. Constant Supervision: The direct, personal supervision and control of a detainee by the attending officer who can immediately intervene on behalf of the agency or the detainee.
- H. 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 48 hours under Title 234 PA code, Rules of Criminal Procedure, rule 117.

V. Procedures

- A. Administration and Operation

1. Responsibility for Operation

- a. It will be the responsibility of the Superintendent of Police to oversee the operation and administration of the temporary detention area.

2. Access of Non-Essential Persons

- a. The temporary detention area is restricted, therefore, access will only be granted to UPPD personnel directly involved in the arrest/investigation. This is to ensure the rights of the detainee(s) are not violated, ongoing interviews or investigations are not interrupted, and that procedures required by law, are not delayed.
- b. Non-sworn personnel shall Not enter the temporary detention area while a detainee is being processed unless they are directly involved in the arrest/investigation. Housekeeping or other maintenance personnel needing access into the temporary detention area will be accompanied by a sworn police officer.

3. Fire Prevention Practices

- a. No detainee will be permitted to have matches, butane lighters or other flammable materials while detained within the UPPD HQ. Nor will any detainee be permitted to smoke while in custody.
- b. The UPPD shall maintain a plan for fire prevention, fire evacuation, and fire suppression for the temporary detention area. This plan will be posted in the corridor, within the temporary detention area.

4. Fire Evacuation Procedures

Note: In the event of a fire or fire alarm activation, the two (2) doors securing the secure corridor will Automatically Unlock. The detention room doors will remain locked.

- a. In the event of a building fire or fire alarm activation, the PennComm Center Police Supervisor will:

- 1) immediately notify the Philadelphia Fire Department (PFD);
 - 2) notify the ranking commander/supervisor on duty of the fire or alarm activation and inform him/her that detainee(s) are present in the temporary detention area;
 - 3) determine the location of the fire or alarm activation and inform all personnel via radio; and
 - 4) ensure that the PennComm Center remains operational during the emergency until the safety of the personnel present necessitates an evacuation or until the ranking commander/supervisor calls for a complete evacuation of UPPD HQ in accordance with Directive 17, "UPPD Building Security/ Emergency Regulations".
- b. The notified commander/supervisor will:
- 1) immediately proceed to the UPPD temporary detention area to oversee a safe and orderly evacuation of any detainees/personnel present if necessary.
 - 2) If an evacuation becomes necessary, the notified commander/supervisor will:
 - (i) request that additional personnel be assigned to the temporary detention area to assist in the evacuation of any detainee(s);
 - (ii) notify the PennComm Center that the evacuation of detainees is about to begin and request the necessary number of marked police vehicles to facilitate the evacuation;
 - (iii) ensure that all detainees are handcuffed and escorted to the garage area in a safe and orderly manner;
 - (iv) ensure that the overhead garage door remains closed until the assigned vehicle(s) arrive; and

- (v) ensure that the detainees are secured in the awaiting vehicle(s) and transported to the appropriate Philadelphia Police Department (PPD) facility to complete the remainder of the processing.
- 3) In the event that the garage area cannot be used for any reason, the commander/supervisor will determine the evacuation route and inform the PennComm Center to dispatch the appropriate number of marked police vehicles to the designated area.
- 4) Once all detainees are secured in vehicles, the commander/supervisor shall return to UPPD HQ and aid in the evacuation of additional UPPD personnel in accordance with Directive 17.
- c. All possible precautions shall be taken to prevent any detainee(s) from escaping from police custody.

5. Sanitation

- a. The temporary detention area will be cleaned on a regular basis by the housekeeping contractor. If a specific sanitation event were to occur that could potentially expose personnel to bodily fluids (i.e., blood, saliva, vomit, urine, etc.), the officer will notify the PennComm Center Police Supervisor as soon as practical and request the area be cleaned and disinfected by the housekeeping contractor. A separate Incident Report (UPPD-10) will be prepared by the reporting officer documenting the incident.
- b. The temporary detention area shall be supplied with a puncture resistant, leak-proof "Sharps" container for the disposal of sharp objects such as needles, razor blades, glass, etc. This container shall remain on the counter located within the secure corridor.
- c. Officers shall notify their immediate supervisor in the event the "Sharps" container(s) are full and in need of disposal and replacement.

6. Physical Conditions

- a. Overhead lighting will be kept turned on whenever a temporary detention room is occupied.

- b. Water and restrooms will be accessible for the detainee. An arresting or transporting officer will attend to the reasonable needs of anyone held in a temporary detention room. The gender of the officer should be considered when escorting a male or female detainee to the restroom.

B. Security and Control

1. Transporting Detainees to UPPD HQ

- a. Prior to bringing any detainee to UPPD HQ, officers shall follow all applicable procedures in accordance with Directive 6, "PRISONER TRANSPORTATION."
- b. Should any person exhibit unruly or violent behavior to the degree that the officer feels as though he/she cannot reasonably guarantee the person's safety, then the officer shall Not bring that person to UPPD HQ. The officer will:
 - 1) immediately notify his/her supervisor of the situation; and
 - 2) request to transport the detainee to the appropriate PPD detention facility or a hospital capable of providing mental health.

2. Securing Detainees

- a. Upon arrival at the rear (Sansom Street) entrance of UPPD HQ, the operator of the transporting vehicle will request the overhead garage door to be opened remotely by PennComm and back his/her vehicle into the garage. The transporting vehicle will be backed up to the steps that lead into the UPPD temporary detention area.
 - 1) If the Emergency Patrol Wagon (EPW) is being utilized to transport the detainee, the backup (recorder) officer will exit the vehicle and direct the operator into the garage.
 - (i) If the backup officer is unavailable, the ORS or another officer/supervisor shall direct the operator of the EPW into the garage.

- b. The transporting (vehicle operator) officer will exit the vehicle and enter the UPPD temporary detention area while the backup officer remains in the garage with the detainee still secured in the vehicle.
 - 1) If the garage is inaccessible via the overhead garage door or if the garage bay is occupied, the transporting officer shall park in the rear of HQ and utilize the garage access door for escorting the detainee to the temporary detention area.
 - 2) Detainees placed in a temporary detention room are not to have personal property, other than basic clothing and shoes.

- c. Each temporary detention room has a specifically designed bench suitable for securing detainees. Each bench is securely fastened to the wall and is considered an immovable object. Discretion on whether or not to secure the detainee to the bench rests with the transporting officer and/or the ORS. This decision should be based upon factors that include but are not limited to:
 - 1) Detainee's level of cooperation;
 - 2) Amount of time the detainee has been held or would be held prior to transfer/release;
 - 3) Any injuries the detainee may have;
 - 4) The detainee's health, general physical condition and evident or reported disabilities;
 - 5) Any issue that could likely compromise the safety of an officer, the detainee or any other person.
 - 6) After the detainee is placed in the temporary detention room, no one shall enter the room while armed except to offer emergency assistance (Escape, medical emergency or officer needing assistance).

- d. If multiple prisoners are being transported to UPPD HQ, the Shift Supervisor shall assign additional personnel as needed to assist with the processing.
- e. The Responsible Officer will Visually Observe the Detainee, at a Minimum, of Once Every Thirty (30) Minutes in order to ensure the security, safety, and needs of the detainee. This shall be documented on the Temporary Detention Room Log Sheet, UPPD-112.
 - 1) The responsible officer shall be accountable for all detainees needs (i.e. restroom, water). The PennComm ORS shall constantly monitor the detainee via CCTV and is ultimately accountable for ensuring the security, safety and needs of the detainee.
- f. If the responsible officer must leave the immediate area of the temporary detention room after a detainee has been placed in the room, the officer will notify another officer who is in the area. The notified officer will accept responsibility for the detainee until the responsible officer returns.
- g. The Transporting/Arresting Officer shall complete a Temporary Detention Room Log Sheet whenever anyone is placed in a UPPD temporary holding room.
 - 1) The Temporary Detention Room Log Sheet must be filled in completely and indicate the room number utilized; detainees name; date; time in and out; total hours; if food water or restrooms were provided; case number; officers name and badge. The thirty (30) minute visual observation chart must be completed as well.
 - 2) Completed Temporary Detention Room Log Sheets must be submitted to the shift ORS upon release of the detainee. Completed sheets will be processed by records and reviewed by the Professional Standards and Training Supervisor.

3. Safety and Health

- a. Officers placing and/or monitoring detainees in a temporary detention room are responsible for the detainee's safety and health. This includes protection from other detainees or persons likely to cause them harm; medical attention when needed and reasonable access to drinking water and restroom facilities.

- b. Officers must consider the following when determining the needs of detainees as it pertains to food, water or medical attention:
 - 1) The amount of time the detainee has been held or will be held before transfer to another facility/release.
 - 2) Any visible or reported injuries the detainee may have.
 - 3) The detainee's general health, general physical condition or disabilities.
 - 4) Any observation, issue or concern that could compromise the safety of the detainee.

4. Extraordinary Occurrences in Temporary Holding Area

a. Extraordinary occurrence will include

- 1) Homicide
- 2) Suicide (including attempts)
- 3) Death (other than suicide)
- 4) Sex offenses
- 5) Escape
- 6) Fire
- 7) Riot

8) Any other extraordinary occurrence.

b. Primary Investigative Unit Responsibility.

- 1) Anytime an extraordinary occurrence occurs within the confines of the UPPD temporary holding area, notifications shall be made via the Chain of Command to the Superintendent of Police. The scene shall be held by UPPD officers until further instruction via the Superintendent of Police or designee.
- 2) The PPD Officer Involved Shooting Investigation Unit (OISI) will be responsible for investigation of all occurrences involving death and attempted suicides in the temporary holding area.
- 3) Special Services, alongside PPD's Special Victims Unit will investigate all cases involving sexual offenses in the temporary holding area.
- 4) The UPPD Detective Division, alongside Southwest Detectives Division will investigate all other extraordinary occurrences in the temporary holding area.
- 5) Superintendent of Police shall be notified immediately when any person is injured, treated at a hospital (whether admitted or not), or dies while in police custody.

5. Video Observation of Detainees

- a. To enhance personnel security and supervision, the rear of the UPPD building (4000 block of Sansom St.), the interior garage, the secure corridor outside of the two (2) temporary detention rooms, and the two temporary detention rooms are all equipped with video cameras that will be visually monitored by PennComm Center personnel when a detainee is present within UPPD HQ.
- b. Officers will advise the PennComm Center over radio when they arrive at the rear garage door of UPPD HQ with a detainee.

- 1) Upon notification, the PennComm Center Police Supervisor will ensure that the officers and detainee(s) are continuously observed via the video monitor until the detainee is safely secured in one of the temporary detention rooms.
 - 2) Once the detainee is secured within a detention room, the PennComm Center Police Supervisor shall ensure that frequent checks of the secure corridor and temporary detention rooms are made via the video monitor.
- c. Officers will also advise the PennComm Center when they have completed processing and are preparing to release or transfer the detainee.
- 1) Upon notification, the PennComm Center Police Supervisor will again ensure that the officers and detainee(s) are continuously observed via the video monitor.
- d. PennComm Center personnel may cease observation once the officers and detainee(s) have exited the rear garage door of UPPD HQ.

6. Juveniles in Custody

- a. Juveniles (anyone under 18 years of age) taken into custody for any criminal-type, summary or status offense Will Not be Detained at UPPD HQ for any Reason. Juveniles shall be transported and processed at the PPD 18th Police District in accordance with Directive 39, "Juvenile Operations."
- b. Juveniles cited for summary or status offenses, investigation, or identification will be transported to the PPD district wherein the divisional detectives are located for investigation by personnel of the PPD Juvenile Aid Division (JAD) as per Directive 39.

C. Processing

1. All officers shall ensure that the following guidelines are followed when persons are temporarily detained within the UPPD Temporary Detention Area:

- a. Female detainees will be kept separate from male detainees at all times. As a general rule, temporary detention room #1 (nearest the garage entrance) shall be designated the male detention room and room #2 the female detention room.

- b. It shall be the PennComm Police Supervisor's responsibility to ensure the safety of the detainee through continuous visual supervision through use of the Closed-Circuit Television cameras located in the detention room. Detainees who become violent or present a risk of injury to themselves or others will be removed from the temporary detention room as soon as practical by officers without firearms on their person. The prisoner will be transported to the appropriate PPD holding facility or a hospital capable of providing mental health services (see Directive 57, "Mental Health Emergencies").
 - 1) The Shift Supervisor shall be notified immediately if a detainee needs to be removed because he/she becomes violent or presents a risk of injury to himself/herself.

- c. In the event of an emergency within the detention room area, officers will utilize the emergency alarm located in the corridor outside of the detention rooms.

- d. If either the primary (arresting) or secondary officer need a brief relief, he/she will notify the PennComm Center Police Supervisor and request a relief officer.
 - 1) If relieving the primary or secondary officer, the relief officer WILL secure his/her firearm in the gun locker as outlined above.

- e. Officers shall not allow any detainee to remain detained in the UPPD temporary detention area for any longer than absolutely necessary. Supervisors will ensure that detainees are processed as expeditiously as possible.

2. Detainee Rights

- a. Upon request, all detainees will be allowed access to the restroom and drinking water. The following restrictions shall apply:
 - 1) Prior to detainees using the restroom, the supervising officer shall remove any obvious items that may be used as a weapon.

- (i) Circumstances may dictate that same gender officers accompany the detainee into the restroom if the officer feels as though the person's safety cannot be reasonably guaranteed.
 - (ii) Officers shall remain directly outside the restroom until the detainee has relieved himself/ herself.
- 2) The officer shall search the restroom for any weapons, contraband, etc., that may have been left behind after the detainee has relieved himself/herself following placement of the detainee back into the detention room.

3. Detainee Property

- a. Any UPPD officer who receives or takes into custody any evidence from a suspect shall do so in accordance with Directive 38, "Property and Evidence Control."
- b. Any confiscated or contraband property will be placed in evidence and appropriate charges will be filed if deemed necessary.
- c. Items capable of causing self-inflicted injury or property damage such as shoe laces, belts, matches, butane lighters, pens/pencils, etc., shall be removed from the detainee's person prior to securing him/her in one of the temporary detention rooms.
 - 1) Items removed from a detainee for safe keeping shall be itemized on a UPPD Incident Report (UPPD-10) and placed in a property bag. These items shall be returned to the detainee upon release or will be turned over to the receiving agency if the detainee is transferred to another facility.
 - 2) The primary officer shall ensure that the detainee or receiving agency sign for the property (signature affixed to the UPPD Incident Report (UPPD-10)) upon release or transfer.

4. Escape Procedures

- a. In the event of an escape of a detainee from UPPD HQ, the following actions will be taken:
- 1) the supervising officer will:
 - (i) immediately notify the PennComm Center and provide flash information;
 - (ii) offer his/her services in order to recapture the escapee as soon as possible; and
 - (iii) prepare and submit an Incident Report (UPPD -10) upon returning to UPPD HQ and submit a memorandum (UPPD-28) to the Superintendent of Police, via the chain of command, explaining the circumstances of the escape.
 - 2) the PennComm Center will:
 - (i) immediately advise the Shift Commander/Supervisor of the escape;
 - (ii) broadcast the flash information of the escapee's description, last known location, etc., to all personnel; and
 - (iii) if directed by a UPPD Commander/ Supervisor, notify and request assistance from the PPD via the PPD CAD and other law enforcement agencies via phone.
 - 3) the Shift Commander/Supervisor will:
 - (i) coordinate the effort to recapture the escapee with other law enforcement agencies; and
 - (ii) notify the Superintendent of Police via the chain of command as soon as practical.

5. Medical Emergencies

- a. If a detainee is in need of emergency medical care while at the UPPD temporary detention area, the supervising officer will notify the PennComm Center and request the Philadelphia Fire Department's (PFD) Fire Rescue Paramedics be notified.
- b. If a detainee complains of a minor injury, or requests to be transported to a medical center while at UPPD HQ, the supervising officer will notify the PennComm Center and request that the detainee be transported to the nearest hospital for treatment. No detainees will be transported to the UPPD HQ if they have visible injuries or complain about injuries (including the effects of OC spray) without first receiving treatment from a hospital. A separate set of Philadelphia Police District Numbers (DC) will be requested from PPD Police Radio for the transportation of the prisoner. An additional 75-48 shall be completed for this Hospital Case. This set of DC's will be in addition to those issued for the original incident. This 75-48 will be coded by the district as "3017/ Hospital Case in Police Custody" and the DC's from the original incident shall be placed in the body of the hospital case 75-48. A UPPD-10 shall be created for the "3017/ Hospital Case in Police Custody" with a separate set of UPPD numbers.

6. Victim/Witness Accommodation

- a. All victims and witnesses will be escorted into UPPD HQ through one of the Chestnut Street entrances (4026 Special Services or 4040 main entrance) and will be accompanied by a UPPD employee while they are inside the secured area of UPPD HQ.
- b. Victims and witnesses should not be kept at UPPD HQ any longer than necessary. However, should it become essential for a victim or witness to remain at the department for an extended period of time, officers shall ensure that, at a minimum, they are provided with drinking water and the opportunity to utilize the restroom facilities. For greater confidentiality and comfort, victims and witnesses should be directed by the assigned detective to wait inside the Special Services waiting room (if the wait shall be for an extended period of time).
- c. Officers will not allow detainees to come into close contact with victims/witnesses. Under no circumstance will a victim/witness be allowed access to any detention or interview room while a detainee is present.

D. Departure from UPPD HQ

1. Immediately after the processing is completed, the primary officer will notify the PennComm Center of his/her intent to release the detainee from UPPD HQ, if appropriate, or secure him/her in a transport vehicle. This will be done as follows:
 - a. The backup officer will retrieve his/her firearm while the detainee is still secured in the detention room.
 - b. The backup officer will then monitor the primary (unarmed) officer while he/she releases the detainee out the rear of the building or secures the detainee in the transport vehicle.
2. The PennComm Center Police Supervisor shall ensure that the officers and detainees are continuously observed via the video monitor (See Section V., B., 3., above).
3. If the detainee is secured in the transport vehicle, the primary officer will, after securing the detainee in the vehicle, retrieve his/her firearm while the back-up officer guards the detainee.
4. If multiple detainees are being released/ transferred, additional officers will be assigned by the Shift Supervisor to aid in the processing.

E. Training

1. All sworn officers of the UPPD, up to and including the rank of Shift Commander, will receive training in the procedures for the processing of detainees and precautions to be taken concerning their safety and security while they are detained at UPPD HQ.
2. All officers will be given a copy of this directive prior to using the temporary detention area to process or detain persons.

F. Temporary Detention Area Inspections

1. The Police Operations Room Supervisor (ORS) shall conduct a physical inspection of the temporary detention area and all rooms at the beginning of their shift. The ORS is

responsible for ensuring all procedures and rules of the temporary detention area are followed.

- a. The inspection shall include, but is not limited to:
 - 1) Inspection of lights.
 - 2) Inspection of overall cleanliness.
 - 3) Inspection of Temporary Holding room door locks and security.
 - 4) Inspection of gun safes.
 - 5) Inspection of temporary detention room log sheets and clip boards to ensure they are being used and are in their proper location.
 - b. The ORS shall address all discovered problems as soon as possible via the chain of command.
2. Annually, the Captain of Staff and Administrative Services or designee shall conduct an administrative review of the temporary detention area. A written report shall be completed and forwarded via the chain of command. The written review shall include:
- a. Any serious problems regarding the temporary detention area and their dispositions.
 - b. Violations of any department procedures regarding the temporary detention area and whether any policy, training, equipment or disciplinary issues that needs to be addressed.
 - c. The level of adequacy or inadequacy of the temporary detention area and suggestions for improvements, if needed.

G. Compliance

Violations of this directive, or portions thereof, may result in disciplinary action.

H. Officers Assigned to Other Agencies

Officers of this department assigned to or assisting other law enforcement agencies will be guided by this directive.

I. Application

This directive constitutes departmental policy, and is not intended to enlarge the employer's or employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims insofar as the employer's or employee's legal duty as imposed by law. Violations of policy will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.