

**Distribution:**  
Sworn Personnel: X  
Civilian Personnel:  
NECC: X

**P & P #** 2.01  
**Adopted:** 04/02/02  
**Revised:** 07/06/04  
04/04/06  
05/01/07  
07/01/08  
04/11/14

**Chapter 2**  
**Departmental Equipment**

**POLICY AND PROCEDURE**  
**PRISONERS, and the HOLDING FACILITY**

I. **PURPOSE:**

This Policy establishes procedures for the security, safety, health and well being of prisoners, in custody, of the department.

II. **POLICY:**

It is the policy of this agency to provide secure temporary holding cells for prisoners awaiting interrogation, arrest processing, transfer to court, or other administrative procedures, and to maintain these facilities in a sanitary and safe manner. As such, personnel using holding cells shall adhere to the following procedures and shall be alert to any problems or conditions that may compromise security, safety, or the well being of detained prisoners.

III. **GENERAL:**

Once an individual is incarcerated, the department is responsible for providing security, meals, health care and safety precautions to insure the continued well-being of the prisoner. Prisoners shall not be incarcerated in our holding facility for longer than 72 hours (or holiday weekend), unless mitigating circumstances prevent their release or transfer to a State Facility or other institution. In strict compliance with State Statute 54-1 g, all prisoners will be in court at the next session, after their arrest.

IV. **PROCEDURES:**

A. **NEWTOWN HOLDING FACILITY**

1. The holding facility consists of the detention cells and cellblock areas, which include the processing room and booking room. Shift commanders and shift supervisors are responsible for the compliance of this policy.
  - a. Prisoners will not be removed from the holding facility, except by specific order of a superior officer, or as provided for by Policy and Procedure or for medical treatment at an area hospital.

- b. When a prisoner is brought into the police station, they will be under continual guard until such time as they are placed in a cell. The holding facility will be used for processing until prisoners are fully processed and lodged, or released.
  - c. Interrogation of prisoners by police personnel will be generally be done in the processing room or other room as deemed necessary because of extenuating circumstances.
  - d. Detention cell doors shall remain locked at all times when occupied **or unoccupied**. After locking a cell door, the door shall be tested by the officer locking the door for any vulnerability that may exist. If a vulnerability does exist, the cell may not be used.
  - e. Male prisoners will be lodged in Cells #1 (north cell), #2 (middle cell), and females lodged in Cell #3 (south cell). Juveniles held in custody will be placed in cell #3 followed by cells #2 and #1. Officers must follow established policy (Policy and Procedure- Juveniles) in their handling of Juveniles held in custody at Headquarters.
  - f. No prisoner will be released until he/she is positively identified, by comparison with prisoner's booking sheet and other documents readily available to the releasing officer. The releasing officer will assure that the cell number from which the prisoner is removed corresponds with the number on the prisoner's jail record. In addition, no prisoner will be released without a complete NCIC being completed.
  - g. When multiple arrests occur at one time, personnel will utilize other rooms within the building deemed safe and secure to process the extra prisoners keeping in mind the intent of this policy.
2. When an arrestee is brought into the holding area, the arresting/processing officer shall complete a Prisoner Data Form that will be kept in the detention area. This form will serve as a record for such things as when the prisoner is checked, phone calls, meals, visitors and names of visitors. The officer assigned to handle a prisoner shall upkeep this sheet as necessary.
3. When an arrestee is brought into the booking area, he/she shall be searched by the arresting or processing officer. If an arrestee is to be placed in a cell, he/she shall be required to remove all shoelaces, belt, jewelry and other personal possessions. These shall be accounted for on the Prisoner Data Form. The prisoner's possessions will be placed in an envelope and maintained in the cabinet. The cell shall be visually examined immediately prior to an arrestee being placed in it to be sure it is free of all contraband/weapons and to verify the physical condition of the cell. The same examination of the cell shall be made when the arrestee is removed for court arraignment or bonding. Officers removing the prisoner from the cell will ensure the cell is clean from all debris and blankets. All detainees will receive their property upon release or transport to another facility. Upon return of his/her property, the arrestee will be asked to sign the Prisoner Data Form, as receipt.

B. DUTIES OF EMERGENCY COMMUNICATORS

1. Ensure that the sally port, booking, and cellblock areas are monitored with the appropriate video monitor(s) when officers and prisoners are present.
2. Ensure that when notified of cell occupation by a prisoner that the cell is monitored by selecting the video monitor for that cell.
3. Notify the Shift Supervisor immediately of any problems observed on the video monitors.
4. The dispatcher will monitor the holding cells via the video camera and will make a note of such every 30 minutes, on a copy of the Prisoner Data Form or appropriate form, along with any other unusual occurrences.

C. GENERAL

1. The Newtown Police Department normally holds persons arrested only by officers of this department. When a request is received to incarcerate a prisoner for another agency, the Shift Supervisor or designated officer will meet the transporting officer(s) and identify him/her positively. Written forms appropriate for prisoner holding will be completed, along with a brief Incident Report, classified as "Assist Other Police Department". The prisoner's personal property will be maintained by the arresting agency, which will also provide meals, as needed unless directed differently by the Chief of Police or a Captain.
2. Blanket(s) will be given to the arrestee when placed into the cell.
3. Officers shall enter an occupied cell only for dealing with a medical emergency, to prevent suicide, and when a prisoner refuses to leave the cell. If backup officers are needed, at least one will remain outside the cell. Any entry into the cell shall be recorded by audio and visual means.
4. Officers will use only those devices approved by the Newtown Police Chief when dealing with prisoners in the cell area (O.C., handcuffs) and employ them in accordance with applicable Policy and Procedure and commensurate training.
5. FIREARMS ARE ABSOLUTELY PROHIBITED WITHIN THE HOLDING AREA WHEN OCCUPIED BY PRISONERS OR ARRESTEES. ALL FIREARMS SHALL BE SECURED IN THE WEAPON'S STORAGE BIN.
6. When transporting a prisoner through the sally port, officers will secure their weapons in the weapons storage bin in the sally port prior to removing the prisoner from the vehicle. When processing prisoners in other cases, officers will secure their weapons in a weapons storage bin prior to processing.
7. Juveniles shall be detained in accordance with department policy and procedures for Juvenile Processing, noting their time in and out. No juvenile may be kept in custody by the Police, in Connecticut, for more than six (6) hours.

D. DUTIES OF SHIFT SUPERVISORS

1. Ensure that incarcerated prisoners are checked every thirty minutes. Prisoners can be checked in person or by CCTV.
2. Ensure that prisoners are properly processed and appropriate documents are filled out, and that all cells are maintained in a secure and safe manner, inspecting said cells personally.
3. Ensure verification that all prisoners are accounted.
4. Ensure that this policy is complied with at all times.
5. Ensure that electronic surveillance cameras are continuously operating and that no surveillance camera has been deactivated or compromised. Appropriate areas within the building and outside of the building are to be monitored at all times.
6. Note: the primary purpose of electronic surveillance is to serve the safety needs of detainees and officers dealing with detainees, and to provide a means to alert personnel of developing situations harmful to any person in the cells, holding areas and processing areas.
7. Ensure that the bail commissioner is notified appropriately when prisoners have had bail placed on them by police personnel.

E. VISITORS

1. Visitors will be allowed in the cell area for short-term visits. Visitors will never be allowed a visit with a prisoner during any emergency situation. Allowed visitors will be immediate family and attorneys. Immediate family shall be considered as a mother, father, spouse, son, daughter, brother or sister, or other person deemed appropriate by the shift commander. No juvenile visitors will be permitted into the holding area. The visitor (exception attorney present to counsel and meet with his/her client) will be asked to visit by speaking to the prisoner at the locked cell door. On occasion a prisoner may be taken from the cell to the processing room to meet with visitor. After the visit, the prisoner will be returned to his/her cell and will be searched prior to being placed back into the cell. The visitor will then be escorted back to the front lobby. Visits will be limited to no more than fifteen (15) minutes and one (1) visitor at a time.
2. Visits to a prisoner will be entered into the Prisoner Data Form. This entry will include the name of the visitor and relationship with the prisoner. Visitors must present adequate personal identification. Supervisors will ensure that a Prisoner Visitation Request Form is filled out and signed for all visitors including attorneys.
3. Packages for prisoners are generally not authorized; the shift commander may determine to allow items if a need arises such as appropriate clothing. Any items accepted shall be searched and logged onto the prisoner data sheet as personal property. The items shall be secured within the prisoner's property locker until such time as the item is needed or properly released. A direct exchange of items between a visitor and prisoner is prohibited. A prisoner will not be permitted items of food or drink from a visitor. All such needs are to be met by the department. Visitors will remove outer garments, purses, and

pocketbooks, outside the jail area, and shall be subject to weapons "pat-down". All visitors will undergo metal detection search prior to the visit. All visits shall be allowed subject to the manpower constraints of the Police Department, as determined by the Shift Supervisor. Visitor's items to be secured will be secured by the shift supervisor in appropriate place where the items cannot be tampered with or the prisoner can grab them.

4. Because of the confidential nature of the attorney/client relationship, attorneys will visit a prisoner privately in the processing room. Attorneys must present adequate personal and professional identification. Outer garments must be removed and all briefcases or like items examined for weapons. The attorney will be put in the processing room and the prisoner brought to the room and handcuffed to the handcuffing rail. An officer will be posted outside the room until the visit is over. After the visit, the prisoner will be returned to his/her cell and will be searched prior to being placed back into the cell.
5. Tours of the jail area by any other individual or groups are authorized only when there are no prisoners being held in custody. After any tour, the facility shall be inspected and searched completely.
6. Repair work or maintenance shall only be performed in the holding facility, when it is empty. After the repairs or maintenance is completed, the facility shall be inspected and searched completely. In the event that emergency repairs or maintenance must be performed while the facility is occupied, the prisoner shall be removed and either placed in another cell, or removed and kept under guard until the work is completed and then returned after the cell is searched/inspected.

F. PRISONER'S RIGHT TO COMMUNICATE:

1. Unless so ordered by the courts, a prisoner has a right to communicate with the outside world, particularly with their attorney, family, and to arrange bail. An arrestee shall be afforded the right to make telephone calls utilizing the Inmate telephone system (TIP line) located in each individual cell. (REFER to Policy and Procedure on Voice Recordings.)
2. Upon setting of bail, an arrestee shall be permitted all reasonable efforts to arrange for bail through a Professional Bondsman. A phone in the booking area will be provided for prisoner's use as a secondary means of communication; however that phone is subject to voice capture by the department's voice recording system. Officers will inform each prisoner prior to the use of the secondary phone line.

G. SUPPLEMENTARY REPORTS:

1. An officer shall complete a Supplemental Report for any special activity concerning a prisoner, such as removal from the cell for medical treatment, attempted suicide, any incident that threatens the facility or persons therein or other serious incidents.

H. SAFETY, FIRE AND THE PROTECTION OF PRISONERS:

1. The primary consideration in the event of a fire or an unusual emergency event is the protection of life. Therefore, shift supervisors will assess all situations under this section for appropriate responses. If necessary to evacuate prisoners after evaluation with the advent of a fire, or if the fire alarm sounds, or in the advent of any emergency situation, the following procedure will immediately be implemented. At the sounding of a fire alarm or discovery of a fire or the discovery of the emergency event, the Shift Supervisor or any officer will promptly evacuate all prisoners from the cells. They will be handcuffed and placed in the rear of a cruiser, under guard **or** be brought temporarily to the sally port, also under guard and handcuffed. Any prisoners placed in a cruiser will remain in the cruiser, until such time as they may be returned to the cell. This time will not exceed two (2) hours. Any prisoners placed in the sally port temporarily, will eventually be placed in a cruiser or transported to another facility.
2. As a last resort only, emergency telecommunicators can proceed to the cellblock and release the prisoner(s) to a safe area if possible.
3. Fire extinguishers are strategically mounted in areas around the holding facility and are marked as such.
4. If circumstances preclude the use of the cells, the following police departments will be contacted to provide for the housing of the prisoners.
  - a. Bethel Police Department
  - b. Brookfield Police Department
  - c. Monroe Department
  - d. Troop A CT. State Police Department
5. There are two (2) sets of cellblock keys. The keys are at the following locations:
  - a. In the key cabinet in the Sergeant's room and
  - b. The dispatcher's office, in the key box.
6. The Patrol Sergeant, or his designate, will conduct a daily inspection and a yearly test of the cell area's fire alarm system. In addition, the fire extinguishers will be inspected on a weekly basis by maintenance personnel. Documentation of the inspections will be done in the maintenance daily activity report. The inspection tags on the fire extinguishers will serve as documentation.
7. The Newtown holding facility shall be equipped with smoke detection devices, heat detection devices, and fire suppression equipment as approved by local fire officials.
8. The Newtown holding facility shall be equipped with an appropriate amount of circulated purified fresh air in accordance with local health code and as governed by the Director of Public Works for the Town of Newtown.
9. **A prisoner will not be allowed to smoke in the cell or building at any time.**

I. PRISONER LAVATORY FACILITIES:

1. Prisoners shall be restricted to the use of the toilet/wash basin/drinking fountain in the cell. A shower is available for prisoner use before court, or as the supervisor determines.

J. FEEDING PRISONERS:

1. Prisoners will be provided with three (3) meals per day, from an area restaurant, including uncomplicated special diets, if approved by a physician. Where complex special diets are required, every effort will be made to transfer the prisoner to a hospital, or to another holding facility or special efforts will be made for release if warranted and approved by a Lieutenant.
2. Prisoners will receive a sufficient amount of food to meet their needs, the purchase of which shall be made by the Town. The Police Department will purchase meals at a designated restaurant.
3. Prisoners will not be given metal utensils or culinary equipment. Where a fork, knife, or spoon is necessary, plastic utensils will be used. If any utensils are given to a prisoner, it shall be the responsibility of the officer giving said utensils, to retrieve them after the prisoner has finished his/her meal.
4. Prisoners will eat meals while in their cells. The officer delivering a meal does not have to remain while the meal is eaten; continuous video/audio monitoring performs this function.
5. Meals will not be withheld from any prisoner as a disciplinary matter; neither will a prisoner be forced to eat if they indicate that they do not want a meal. Due to the short time that the department holds a prisoner, there is minimal risk that a prisoner's fasting will present a health risk.
6. The midnight shift will provide the prisoner with breakfast and the day shift lunch. Breakfast should be served prior to 8:00 a.m., and lunch around 12:00 p.m. The evening shift will provide the prisoner with the evening meal, between 5:00 p.m. and 8:00 p.m.

K. SAFEGUARDING PROPERTY:

1. Personal property of a prisoner will be inventoried on the Prisoner Data Form or any other appropriate form. Personal property will be placed in a storage envelope. The prisoner will verify and sign the Prisoner Data Form.
2. The Officer booking the prisoner will then verify the contents of the property storage envelope and place the prisoner's property in the prisoner cabinet outside the cells.

L. PRISONERS WITH MEDICAL NEEDS:

1. Prior to a prisoner being placed into a cell, the processing officer will specifically inquire about the prisoner's health. If under a doctor's care, the name of the physician should be obtained. Any prescription medicine being taken by a prisoner should be held with the prisoner's property. The processing officer should examine the instructions on the prescription vials and the prescribed schedule should be maintained while the prisoner is in custody. In the event that the officer has reason to believe that the prisoner's medical state has changed from his baseline, or if there is a question about the indication and side effects of a certain medication, an attempt to reach the prisoner's personal physician or seek medical opinion from a consulting physician may be appropriate. An entry will be

made when medication is provided on the Prisoner Data Form. Placards will be posted in the processing room to inform prisoners that they can access medical services while in police custody.

2. Medical information such as prescriptions, medications and other simple instructions shall be recorded on the Prisoner's Data Form. In the event where a physician opens a medical record on a prisoner, a copy will be maintained in this department, and such record will be confidential.
3. The prisoner should be clearly informed that if he/she is feeling ill at anytime, he/she should make his/her problem immediately known and a determination made if medical treatment is necessary. Medical attention will never be delayed or withheld from a prisoner, when determined necessary by a supervisor.
4. Generally, police personnel are not qualified to administer medical attention beyond the First Aid Level. A prisoner with medical needs will be transported, under police guard, in an ambulance, to Danbury Hospital. A prisoner in need of medical treatment that is admitted to the hospital will remain under constant police guard. Physical restraints will be used, where and when appropriate.
5. Prisoner's personal medical insurance will be used, whenever possible.
6. No prisoner who has injuries or illnesses that require hospitalization or attention of a health care provider, shall be placed into the holding facility or otherwise held for interrogation or held for other purposes, This includes obvious cases of injury or illness as well as situations in which arrestees suffers from extreme alcohol intoxication or possible drug overdose or exhibit symptoms of severe mental disorder.
7. Notes should be made of any physical deformities, including bruises, on the Arrest Report.

#### M. JAIL SUICIDE PREVENTION

1. Certain signs and symptoms exhibited by a prisoner often indicate suicidal tendencies. When in contact with prisoners, officers must keep this in mind, since detection could prevent such an incident.
2. What the prisoner says and how they behave while being arrested and booked are vital for detecting suicidal behavior. A prisoner may exhibit warning signs and symptoms that include:
  - a. Depression (Physical signs)
    - i. Sadness and crying;
    - ii. Withdrawal or silence;
    - iii. Sudden loss or gain in appetite;
    - iv. Mood variations;
    - v. Lethargy.



- b. Intoxication
  - c. Talking about or threatening suicide
  - d. History of mental illness
  - e. Projecting hopelessness or helplessness
  - f. Speaking unrealistically about the future
  - g. Severe aggressiveness
  - h. Paranoid delusions or hallucinations.
  - i. Previous suicide attempts
3. If any of these signs or symptoms is present or if any other indicators of suicidal tendencies are present, or if a detainee is, disabled, handicapped or physically challenged, the officers will do one of the following:
  - a. Follow the established practice set up for emergency examination at the Danbury Hospital Emergency Room if warranted;

OR

  - b. If emergency committal is not the appropriate response, notify Dispatch and the Shift Supervisor of their observations so the prisoner can be closely monitored. NOTE: no detainee defined under this section will be placed in a cell with another prisoner in an emergency basis.
4. Taking all the above information into consideration, there is a heightened chance of jail suicide once a prisoner (especially a young detainee) is incarcerated. **As a result, prior to incarceration, officers will complete a Detainee Interview Form for all prisoners who are not immediately released.**
  - a. Upon completion, a Shift Supervisor prior to incarceration will review the completed detainee interview form.
  - b. If the supervisor finds after reviewing the form that the form indicates suicidal tendencies because the rating is an 8 or above, the Shift Supervisor will ensure that the procedures set up for emergency examination at the emergency room are adhered to if the prisoner fulfills the statutory requirements and/or ensure that the prisoner is more closely monitored following the close monitor guides outlined in c. and d. below
  - c. If the prisoner is later returned to Headquarters and incarcerated, the Shift Supervisor will ensure that the prisoner is more closely monitored, for example by:

- i. Increasing the frequency of prisoner checks to every fifteen- (15) minutes. Information regarding these checks shall be logged on the Prisoner Data Form.
  - ii. Assigning an officer to remain in the cellblock and physically monitor the prisoner.
  - iii. Assigning an officer or emergency tele-communicator to continually monitor the video cameras.
  - iv. Other actions deemed appropriate by the shift supervisor.
- d. If a prisoner is incarcerated after the examination at the Emergency Room, supervisors and or officers should ask the ER staff for recommendations concerning any necessary treatment as well as recommendations concerning the heightened observation.
- e. If an arrestee refuses to allow completion of the screening form or is unable to do so, (document **refused to answer** on form), or mass arrests prohibit immediate completion of the screening form, the Shift Supervisor must evaluate other risk factors and determine whether to initiate an emergency committal or bond the prisoner out or incarcerate the individual utilizing increased monitoring techniques.
- f. In determining whether the prisoner was a suicide risk during a previous incarceration, the arresting officer or supervisor can check the prisoner's name on the Department computer system for prior arrests and detentions to determine if previous suicide watches occurred. This information will be entered in the appropriate box of the detainee interview form.
- g. The detainee interview form is only to be used in assessing jail suicide risk if the arrestee is incarcerated. Officers are required to make a distinct assessment whether the arrestee is at risk in the community.

**Note: If the suspect is bonded out and the completion of screening had indicated a risk, the suspect will be evaluated independently of their status as a prisoner. The fact that they were a risk in the cellblock does not necessarily mean the same risk exists upon release.**

- h. The detainee data form and the information contained therein is a privileged document and generally not released except to the court, local hospitals or another receiving agency. The Patrol Supervisor will ensure that incarcerated prisoners are checked every thirty minutes. Prisoners can be checked in person or by CCTV.
  - i. If a detainee is transported or released to another agency, a copy of the UAR, arrest report, or any other information relating to any known escapes or potential suicide episodes, or other information related to the security and safety of that prisoner shall accompany the prisoner or be brought to the attention of the authorities taking in the prisoner.

N. FACILITY INSPECTIONS REQUIRED:

1. Maintenance personnel will inspect the cells weekly, to ensure its security and sanitary condition, with special attention to all security devices such alarms, keys, video equipment, lights, etc. In addition, they will check weekly, the first aid kit located in the classroom. A report will be directed to the Operations Bureau Commander as to the results of the inspection.
2. In the event that an unsanitary condition is found or evidence of vermin or pests, the Town's Department of Public Works will be notified for corrective measures, by a Supervisor, as soon as practical. The Operations Bureau will insure that the deficiency is addressed.

O. PRISONER DISCIPLINE:

1. It is understood that most arrestees will be depressed and/or angry at finding themselves a prisoner, especially if circumstances require that they be held for a period of time, in a cell. It should be made clear to prisoners that their conduct is under close supervision at all times.
2. A prisoner is subject to have additional criminal charges filed as a result of their misconduct (i.e. - vandalism or property damage to the police facility). Screaming or other tumultuous behavior will not be permitted. If such behavior occurs during the booking process, the prisoner will be placed in a cell until such time as their behavior is acceptable, or until court arraignment.
3. The processing officer shall make clear the standard of behavior required of a prisoner, prior to the arrestee being placed in a cell.
4. Our detention facility cannot accommodate violent or deranged prisoners/arrestees, who may cause injury to themselves or others. They will be transported, under guard, to Danbury Hospital, under emergency committal practices.

P. TOO MANY PRISONERS:

1. The holding facility has limited capacity of three (3) detainees, 2 male and 1 female. When there are no female prisoners, males may be placed in the female cells. When more prisoners are in custody than can be jailed, arrangements will be made to house excess prisoners at another department, via a request for mutual aid. Doubling of same sex prisoners can occur only under the direct authority of the Shift Commander and for a limited amount of time. Every effort will be made to have female detainees separated by sight and sound from male detainees.
2. Excess prisoners can be lodged at other departments:
  - a. Bethel Police Department
  - b. Brookfield Police Department

- c. Monroe Police Department
- d. Troop A CT. State Police Department

Q. ESCAPE OF A PRISONER:

1. In the event that a prisoner escapes, every effort will be directed towards his/her recapture. The following steps will be initiated immediately, upon the escape becoming known:
  - a. A separate incident number for the escape will be assigned. The Shift Commander will assign himself/herself as the investigating officer.
  - b. All on-duty personnel, uniformed and plainclothes, will be notified and all personnel will begin a search for the escaped prisoner.
  - c. Two officers will be immediately detailed to search the building, while another officer remains in close, mobile patrol, in the area surrounding the police building.
  - d. The dispatcher will notify all surrounding police agencies, via all communications lines available, of the escaped prisoner (s), and description of said. An NCIC entry will be made as soon as possible.
  - e. Administrative and management personnel will be notified as soon as possible.
  - f. If the escapee is not apprehended, the investigating officer will prepare an arrest warrant application for violation of Connecticut General Statutes 53A-171, Escape from Custody. This warrant application will be forwarded to court, for immediate processing.
  - g. The Operations Bureau Commander will initiate a formal investigation into the facts and circumstances of the escape.

R. EMERGENCY SITUATIONS AND SANITATION OF CELLS:

1. Whenever a major or notorious major criminal arrest occurs, or a threat is received against the department or against a prisoner being held by this department, the security requirements of the police department and jail area will be enhanced by imposition of restrictions on building access, removal of visitors and media, and casual movement within the building.
  - a. The Chief or his designate will declare an emergency situation.
  - b. All non-employees will be removed from the building.
  - c. All threats against the building and/or against a prisoner will be the subject of a criminal case investigation.

2. To prevent the spread of communicable diseases, the following sanitation process shall be followed each time a prisoner is held in a particular cell, and then either released or transported to court for arraignment.
  - a. That the particular cell will be taken out of service until it is sanitized in an approved method. Particular attention should be paid to the toilet unit, the floor and the bunk.
  - b. Any cloth blankets should be removed and taken to the cleaners for sanitation.
  - c. The duty sergeant shall ensure that the cell is identified as “Out of Service” to all oncoming personnel and maintenance personnel are notified to sanitize it as soon as possible.

S. TRAINING:

All officers and emergency telecommunicators of the Town will receive training in the contents of this Policy. This will include use of restraining devices, security procedures, arrestee supervision, detention rules, prisoner rights, safety and emergency procedures, and handling females and juveniles.

T. SUPERVISION OF PRISONERS BY DEPARTMENT MEMBERS OF THE SAME SEX:

**All prisoners, while in the custody of this department, will be supervised by on-duty personnel. In the event any prisoner is to be lodged in a cell, they will be under general video/audio observation by communications staff. Sections 7-286 through 7-290 of the Connecticut General Statutes outlines the procedures for the use of police “matrons” in the event of a female prisoner. Police “matrons” or female police officers will handle the direct supervision and physical monitoring of female prisoners. When no female dispatcher is present male duty personnel shall not observe the female prisoner receiving medical care, changing clothes, being searched by female officers or “matrons”, or using bathroom facilities. The female matron or officer assigned to the female prisoner will ensure that male on duty personnel do not observe any female prisoner changing clothes, receiving medical care or using the bathroom facilities. For male prisoners, the above stated supervision requirements will be followed (i. e. male prisoners supervised by male personnel).**

U. CONFIDENTIALITY OF RECORDS:

The Freedom of Information Laws, as they exist, will be adhered to in so far as the release of prisoner's records is concerned. Information released is limited to name, age, and address, charge(s), court date, bond amount, and general case information.