

UNION COUNTY SHERIFF'S OFFICE			
STANDARD OPERATING PROCEDURES			
VOLUME: II	CHAPTER: 29	# OF PAGES: 50	
SUBJECT: DETENTION FACILITY – CHERRY STREET ANNEX			
EFFECTIVE DATE: March 26, 2019	REVISIONS		
	DATE	PAGE #	SECTION
BY THE ORDER OF: SHERIFF PETER CORVELLI			

PURPOSE:

Proper Detention Facility operation is critically important to the safety of law enforcement personnel and the wellbeing of all detainees/inmates. A special relationship exists between a law enforcement agency and a person occupying a cell in its Detention Facility. The Union County Sheriff's Office (UCSO) is committed to operating a safe and sanitary Detention Facility. The purpose of this policy is to:

1. establish responsibility for the operation and management of the UCSO Detention Facility;
2. establish guidelines for the basic security of the facility;
3. ensure that the Detention Facility is safe and secure for those individuals who are placed there;
4. establish guidelines for members of the UCSO in the prevention and detection of fires in the Detention Facility;
5. develop procedures to be followed in the event of a fire or hazardous condition; and
6. develop procedures to be followed in the event of a medical emergency, attempted suicide, or death of a detainee.

POLICY:

It is the policy of the UCSO to operate and manage a temporary Detention Facility in such a manner as to ensure the safety and wellbeing of UCSO personnel, the public, and detainees/inmates.

The UCSO shall establish guidelines under which persons will be placed into the UCSO Detention Facility, and define the responsibilities of all the UCSO personnel as they relate to the management and operation of the Facility.

PROCEDURE:

I. Detention Facility Description

- A. Temporary Detention Facility. The UCSO Detention Facility is located on the first floor of the Cherry Street Annex Building whose physical address is 2 Cherry Street in Elizabeth, New Jersey.
1. Construction of Detention Facility and Cells:
- a. Facility: concrete, cement, and masonry block walls with metal doors that can be operated both electronically and with paracentric or mogul keys.
 - (i) All cells, sallyports and secure hallways have security cameras for constant video surveillance.
 - (a) All Detention Facility cameras are viewed by Sheriff's officers working in the Detention Facility Control Room, and can also be viewed by the Cherry Street Annex Control Center and the Main Courthouse Complex Control Center.
 - (ii) The Detention Facility contains eight (8) holding cells and four (4) consultation cells.
 - (a) Six (6) holding cells are designed for adult occupancy.
 - (b) Two (2) holding cells are designed for juvenile occupancy with sight and sound considerations factored in.
 - (c) Four (4) consultation cells are designed for temporary occupancy.
 - (iii) The secure hallways between the courtrooms contain two (2) holding cells and one (1) consultation cell per floor (second, third, and fourth floors) for a total of nine (9) cells.
 - (a) One (1) holding cell per floor is designed for adult occupancy.
 - (b) One (1) holding cell per floor is designed for juvenile occupancy with sight and sound considerations factored in.
 - (c) One (1) consultation cell per floor is designed for temporary occupancy.
 - b. Cells: concrete, cement, and masonry block walls with metal doors that can be operated both electronically and with a mogul key.

- (i) Once a door is open, an indicator light will illuminate in the Detention Facility Control Room.
 - (a) Cells designed for adult occupancy have metal doors with rectangular ports that can be operated with a paracentric key.
 - (b) Cells designed for juvenile occupancy are solid doors that do not have any ports or openings.
- (ii) Each cell contains a metal toilet/sink basin combination secured to the floor and wall.
- (iii) Each cell contains resin molded bench(es) secured to the floor.
- (iv) All cells have locking metal doors with a viewing window operated:
 - (a) electronically or with a mogul key (first floor); or
 - (b) manually with a paracentric key (second, third, and fourth floors).
- c. Elevator: metal elevator isolated from the public and accessible only in the Detention Facility and the secure hallways on the second, third, and fourth floors.
- d. Consultation Cells: concrete, cement, and masonry block walls with metal doors that can be operated both automatically and with security keys.
 - (i) There are a total of four (4) consultation cells which contain metal stools secured to the floor.
 - (a) Three (3) of the consultation cells are for single occupancy.
 - (b) One (1) of the consultation cells is for multiple occupancy.
 - (ii) All consultation cells have solid locking metal doors with a viewing window and no ports or openings:
 - (a) operated electronically or with a mogul key (first floor); or
 - (b) manually with a paracentric key (second, third, and fourth floors).
- e. Interlock Areas and Search Rooms: concrete, cement, and masonry block walls with metal doors that can be operated both automatically and with mogul keys.

- (i) There are a total of two (2) search rooms with locking metal doors with a viewing window and no ports or openings.
 - (a) Operated electronically or with a mogul key.
 - (ii) There are interlocks outside both search rooms with locking metal doors with a viewing window and no ports or openings:
 - (a) operated electronically or with a mogul key.
 - (iii) There is an interlock designated for the Bureau of Criminal Investigation (BCI) between the first floor security corridor and the internal UCSO hallway with locking metal doors and no ports or openings:
 - (a) operated electronically or with a mogul key.
 - f. Sallyports: concrete, cement, and masonry block walls with metal doors that can be operated both automatically, with mogul keys (metal man-doors), and with a control box that can be locked out (overhead rolling garage doors).
 - (i) There are a total of two (2) sallyports with locking metal doors with no ports or openings:
 - (a) operated electronically or with a mogul key.
 - (ii) There are a total of two (2) overhead rolling metal garage doors with no openings:
 - (a) operated electronically or with a control box at the base that can be locked out.
- B. Temporary Detention Cells. The temporary detention cells are located in the secure hallways on the second, third, and fourth floors of the Cherry Street Annex Building whose physical address is 2 Cherry Street in Elizabeth, New Jersey.
 - 1. Construction of Temporary Detention Cells
 - a. Cells: concrete, cement, and masonry block walls with metal doors that are operated with a paracentric key.
 - (i) Once a door is open, an indicator light will illuminate in the Detention Facility Control Room.
 - (a) Cells designed for adult occupancy have metal doors with rectangular ports that can be operated with a paracentric key.

(b) Cells designed for juvenile occupancy are solid doors that do not have any ports or openings.

(ii) Each cell contains resin molded bench secured to the floor.

(iii) All cells have locking metal doors with a viewing window:

(a) operated with a mogul key.

b. Elevator: metal elevator isolated from the public and accessible only in the Detention Facility and the secure hallways on the second, third, and fourth floors.

c. Consultation Cells: concrete, cement, and masonry block walls with metal doors that are operated with a paracentric key.

i. There is one (1) consultation cell located on the following floors:

(a) second floor secure hallway;

(b) third floor secure hallway;

(c) fourth floor secure hallway.

(ii) All of the consultation cells on the second, third, and fourth floors contain metal stools secured to the floor.

(iii) All of the consultation cells on the second, third, and fourth floors are for single occupancy.

(iv) All of the consultation cells on the second, third, and fourth floors have solid locking metal doors with a viewing window and no ports or openings:

(a) operated with a paracentric key.

C. Detainee/Inmate. The terminology “detainee/inmate” shall mean any person that is either taken into police custody by the UCSO or by another law enforcement agency, or any person that is lawfully detained or confined to a municipal, county, state, federal, or tribal institution.

II. BCI Processing Location. The UCSO Bureau of Criminal Identification, and any other Sheriff’s officers that will be fingerprinting and processing detainees/inmates, shall utilize the room in the interlock area located between the first floor security corridor and the internal UCSO hallway.

A. Processing in this area includes, but is not limited to:

1. LIVESCAN fingerprinting;

2. Fingerprint identification using the FAST-ID system;
 3. collection of pedigree information/photography; and
 4. DNA sample collection.
- B. Two (2) Sheriff's officers shall always be present during any processing.
- C. The area should always be searched for contraband or any unsafe/unsanitary conditions prior to and after processing a detainee/inmate.
1. This area should be free of any items that could be used as a weapon.
 2. Only necessary items will be permitted in this area.

III. Training on Operations. UCSO personnel shall receive Detention Facility operations training when hired and at least once every three (3) years. The type and level of training shall vary with the nature of the assignment and the job responsibilities of the affected personnel. Sheriff's officers shall receive appropriate training to assure adherence to State guidelines, policies and procedures of the UCSO, and to adequately protect the rights of law enforcement personnel and detainees/inmates.

- A. Direct and Continued Contact. Sheriff's officers who are responsible for direct continuing contact with detainees/inmates shall receive training in the following areas:
1. use of physical restraints, to ensure the safety and security of both the staff and the detainee/inmate;
 2. thorough searching of detainees/inmates;
 3. emergency cellblock procedures;
 4. fire prevention, detection, suppression systems and fire evacuation procedures;
 5. first aid and bloodborne pathogens.
- B. All Other Personnel. All other personnel who do not work in direct contact with detainees/inmates shall receive an orientation on the operation of the Detention Facility.

IV. Detention Facility Access by Nonessential Personnel. Access to the Detention Facility by non-law enforcement personnel shall be strictly limited to those individuals approved by the Building Commander or his/her designee. Such personnel shall be under constant escort by a Sheriff's officer until such time that they have exited the Detention Facility. It is imperative that when permitted to enter, nonessential personnel are not permitted to violate a detainee/inmate's

privacy, and/or impede facility operations. During times of emergency, nonessential personnel shall not be permitted access to the Detention Facility (excluding EMS and/or fire Personnel).

A. Essential Personnel

1. Essential personnel include Sheriff's officers, visiting law enforcement personnel, County Corrections personnel, and State Corrections personnel.

B. Nonessential Personnel

1. Nonessential personnel shall include, but is not limited to:
 - a. Custodial Staff: Custodial staff shall only have access to those areas that are unoccupied.
 - b. Maintenance Personnel: Maintenance personnel shall only have access to those areas that are unoccupied.
 - c. Media: The media shall not be permitted to enter the Detention Facility.
 - d. Tour Groups: Tour groups shall be permitted in the Detention Facility only when completely unoccupied and only with the approval of the Sheriff or his/her designee.
 - (i) The Building Commander or his/her designee must be notified of the tour group prior to entering the Detention Facility.
 - e. Emergency Services Personnel: EMS and/or fire personnel will be escorted by a Sheriff's officer(s) into the Detention Facility during times of a medical or fire emergency. EMS and/or fire personnel may then be permitted into occupied areas, at the direction of the Building Commander or his/her designee. It is the responsibility of the Sheriff's officer(s) escorting EMS and/or fire personnel to ensure their safety while they are inside the Detention Facility and when in direct contact with detainees/inmates.
 - f. Requests for measurements, photographs or other information regarding the Detention Facility will only be approved and released upon receipt of a court order, from a Judge having jurisdiction in the instant matter, and then it will be provided to the Judge in camera by the UCSO.

V. Disclosure of Detainee/Inmate Records. A detainee/inmate's constitutional rights may be violated if his/her records (*examples of detainee/inmate records include the arrest report, warrant(s), summons(es), detainee/inmate property report, detainee/inmate medical screening report, criminal history report, etc.*) are

improperly displayed or disseminated. Therefore, while a detainee/inmate is in the Detention Facility, his/her records shall be secured. Once the detainee/inmate is released or transferred to another county or state facility, any additional records shall be filed and safeguarded. Detainee/inmate records shall be released only to those agencies and/or persons who are entitled to receive same under current federal and state statutes.

VI. Minimum Conditions for Detainees/Inmates. Sufficient air, lighting, and sanitary facilities are essential to the health of detainees/inmates. Therefore, the Detention Facility shall provide the following minimum conditions for detainees/inmates:

- A. lighting of at least 20-foot candles;
- B. circulation of fresh or purified air in accordance with local public health standards;
- C. access to a toilet;
- D. access to a sink/wash basin and drinking water;
- E. seating area for each detainee/inmate while inside a cell.

VII. Detention Facility Daily Responsibilities.

- A. Beginning of Shift. UCSO personnel shall perform the following tasks:
 - 1. Turn on all lighting fixtures that require manual operation.
 - 2. Inspect all doors, cells, sallyports, and the secure elevator within the Detention Facility.
 - 3. Perform communications test with the Cherry Street Annex Control Center and with the Main Courthouse Complex Control Center.
 - 4. Document activity in respective log book and create job entry in CAD.
- B. End of Shift. UCSO personnel shall perform the following tasks:
 - 1. Inspect all cells to ensure they are clear of any detainees/inmates.
 - 2. Turn off lighting fixtures that require manual operation.
 - 3. Secure all doors within the Detention Facility and all doors that permit entry into the Detention Facility.
 - 4. Review log books and CAD to ensure daily activity has been entered properly.

VIII. Facility Fire Alarms and Fire Equipment. The Detention Facility will be equipped with an automatic fire alarm, a heat and smoke detection system, and fire equipment approved in writing by local fire officials.

- A. Inspections. The Building Commander or his/her designee shall coordinate and oversee the inspection process. Any deficiencies shall be immediately brought to the attention of the Building Commander (via chain of command), who will make arrangements to correct the deficiencies.
 - 1. The Building Commander or his/her designee shall conduct a documented visual inspection of the automatic fire detection devices, alarm systems, and fire equipment on a daily basis.
 - 2. The Building Commander or his/her designee shall conduct monthly documented testing of the automatic fire detection devices and alarm system.
 - 3. The local fire officials shall conduct a documented testing of the fire equipment based on their protocol.
 - 4. The Undersheriff responsible for the Court Division shall be notified of any deficiencies and the corrective measures that will be taken.
- B. Fire Prevention Practices. Fire prevention practices and procedures shall be implemented for the Detention Facility, and shall include the following:
 - 1. Policies and procedures related to fire prevention practices and procedures as outlined within this policy.
 - 2. Training of affected personnel on fire prevention, detection, suppression (systems and methods), and fire evacuation procedures.
 - 3. Inspection and testing of fire detection and suppression equipment as indicated in this policy.
 - 4. Inspection of the Detention Facility by local fire officials based on their protocol.
 - 5. Ensuring the Detention Facility is clean and sanitary, and free of materials susceptible to fire or causing a fire.

IX. Emergency Evacuation Plan. There will be a posted emergency evacuation plan in the Detention Facility, and a designated emergency exit with appropriate signage directing the evacuation of persons to hazard-free areas. Fire equipment will be clearly identified and accessible to personnel in the event of a fire.

- A. Fire Evacuation Plan

1. If the smoke or fire alarm sounds, all nonessential personnel will be evacuated from the building.
2. The Sheriff's officer(s) assigned to the Detention Facility Control Room will be responsible for notifying the Cherry Street Annex Control Center.
3. The Sheriff's officer(s) assigned to the Cherry Street Annex Control Center will be responsible for:
 - a. confirming an Elizabeth Fire Department and EMS response;
 - b. notifying the Main Courthouse Complex Control Center; and
 - c. notifying Union County Police and Elizabeth Police.
 - (i) Union County Police will respond and implement their protocol: **"Response to Evacuation at 2 Cherry Street"**
(UCPD: SM 2017-041).
(See following page for Union County Police Department Special Memorandum.)

UNION COUNTY POLICE DEPARTMENT SPECIAL MEMORANDUM		
SUBJECT: Response to Evacuation at 2 Cherry Street	NUMBER: SM 2017-041	
EFFECTIVE DATE: November 7, 2017	DISTRIBUTION TO: All Sworn	ISSUED BY: Lt. Falzarano
CANCELLATION DATE: Upon Revision		APPROVED BY: Capt. Black

In the event of ANY fire alarm or evacuation of 2 Cherry Street all UCPD units will respond to assist unless called off by the road supervisor. The following traffic control posts should be manned in the following order by UCPD units as they arrive on scene.

- 1) **The first vehicle on scene will block traffic at Pearl St and Rahway going east towards the courthouse. All traffic will be detoured down Pearl St. away from the area.** The closest fire hydrant is on the opposite side of the street near the KFC
- 2) **The ESS officer is to leave ESS and respond to Rahway Ave and Broad St blocking off the roadway to prevent traffic coming toward the court house.**
- 3) **The 3rd officer will respond to Rahway Ave and Burnet St. and direct the traffic coming from Elizabethtown Plaza on to Burnet St. away from the court house.**
- 4) **The 4th officer and the Patrol Supervisor will respond to 2 Cherry St. and assess the situation and assist with the evacuation. The Patrol Supervisor will decide if the roads being block by our units need to remain closed.**
- 5) **Additional units should be deployed or canceled as the Patrol Supervisor sees fit. As soon as it is practical the roadways should be opened to get traffic moving again in the area**



4. The Building Commander or his/her designee will be responsible for overseeing an investigation to determine the origin and nature of the fire emergency to include, but not be limited to, the following:
 - a. Sweeps of all areas of the Detention Facility and/or building will be made to ensure that all nonessential personnel have vacated the area.
 - b. Sheriff's officers are to be assigned to stand by the Detention Facility, in the event an actual fire emergency is discovered, which may require the evacuation of the detainees/inmates from the detention cells.
 - (i) Perform a physical count of the detainees/inmates in their respective cells.
 - (ii) Notify the courtrooms having detainees/inmates at the time of the fire alarm activation to:
 - (a) secure them in the holding cells located on their respective floors; and
 - (b) provide a count to the Detention Facility Control Room.
 - c. Request additional personnel as the situation dictates.
 - d. The Sheriff and the Undersheriff responsible for the Court Division shall be notified as the situation dictates (i.e., from minor alarm to major fire).
5. If an actual fire emergency is located, the personnel that identify the emergency will immediately broadcast via radio, or communicate in whatever manner possible, all information about the fire to the Detention Facility Control Room and the Cherry Street Annex Control Center.
6. If possible, the personnel discovering the fire will attempt to suppress it with available fire equipment. The fire emergency will be contained by closing the doors to the affected area.
7. In the event of an actual fire emergency, all detainees/inmates in the Detention Facility shall be evacuated by Sheriff's officers to Sallyport #2.
 - a. Two (2) or more Sheriff's officers will be utilized for the movement of these detainees/inmates.
 - b. All detainees/inmates will be handcuffed and restrained prior to any movement.
 - c. If necessary, female Sheriff's officers will be utilized as needed.

- d. Juvenile detainees/inmates shall be kept separate from adult detainees/inmates at all times.
 - e. Detainees/inmates shall be evacuated from the Detention Facility using UCSO transportation vehicles.
 - f. **In the event of a catastrophic fire emergency, detainees/inmates can be walked out under escort by multiple Sheriff's officers.**
 - (i) **During fire alarm activation, the man-door in Sallyport #2 will permit egress after a timed delay once the push bar is depressed.**
8. Minor Fire: Detainees/inmates will be secured in UCSO vehicles and moved to a safe location.
- a. If the evacuated detainees/inmates will be permitted to reenter the Detention Facility in less than 30 minutes, the detainees/inmates shall remain inside the UCSO vehicles and additional personnel will be requested for security.
 - b. If the evacuated detainees/inmates will not be permitted to reenter the Detention Facility within 30 minutes, the detainees/inmates shall be transported to the Union County Jail.
 - (i) Major Fire: Detainees/inmates will be secured in UCSO vehicles and transported to the Union County Jail.

X. Security and Sanitation Inspections. The sergeant assigned to the Detention Facility Control Room or his/her designee shall be responsible for conducting a documented security and sanitation inspection of the Detention Facility on a daily basis. The Building Commander or his/her designee will be responsible for conducting a documented security and sanitation inspection of the facility on a weekly basis.

- A. Sanitation and Physical Inspection. The sergeant assigned to the Detention Facility Control Room or his/her designee will thoroughly inspect the entire Detention Facility (to include all Detention Facility doors, cells, sallyports, and the secure elevator) making sure that all lighting, fans, doors, security equipment, toilet facilities, drains, benches, surveillance cameras, etc., are totally clean and functional. The sergeants responsible for all courtroom access areas and the secure corridors on the second, third, and fourth floors shall inspect their respective locations and report their findings to the Detention Facility Control Room. These inspections shall also cover any possible infestation by vermin and/or pests.
 - 1. Any condition conducive to harboring or breeding insects, rodents, or other vermin should be eliminated. If such conditions or unsanitary conditions are found to exist, the Detention Facility Control Room will

contact the Building Commander, or in his/her absence the Cherry Street Annex Control Center, to arrange for immediate pest control services, or janitorial services for the affected areas. Infested/unsanitary areas will not be used until remedied.

2. Any other deficiency related to the Detention Facility shall be immediately scheduled for repair, or replacement if necessary, by the Detention Facility Control Room.
- B. **Security.** The sergeant assigned to the Detention Facility Control Room, or his/her designee, will thoroughly inspect the doors, windows, locks, ceilings, walls, floors, ventilation covers, light fixtures, bench(es), toilets, sink basins, security elevator, and any other security device, for proper operation, wear and detainee/inmate tampering. Inspections will cover all aspects of the Detention Facility, to include sallyports, all courtroom access areas, and secure corridors on the second, third, and fourth floors. Any defective or tampered equipment shall be brought to the attention of the Building Commander, or in his/her absence, the Cherry Street Annex Control Center, to schedule immediate repairs and/or equipment replacement. Detainees/inmates shall not be kept inside an unsafe cell.

XI. Emergency Rescue Tool. As required by N.J.A.C. 10A:34-2.22(a)-(b), the emergency rescue/cut-down tool(s) is (are) located in the Detention Facility Control Room.



- A. The emergency rescue tools shall only be removed from their storage locations and kept in an easily accessible area by the Sheriff's officer on duty who will be working inside the areas with holding cells.
1. The emergency rescue/cut-down tool shall only be used in the event that a detainee/inmate is found attempting to commit suicide by asphyxiation/hanging.
 - a. The Sheriff's officer assigned to the Detention Facility Control Room will immediately notify the Cherry Street Annex Control Center while maintaining visual contact with the two (2) responding Sheriff's officers via the security cameras, in the event that the incident is an escape attempt.
 - (i) The Cherry Street Annex Control Center shall make the required notifications (*refer to Volume II, Chapter 28, Section X - Documenting All Reportable Incidents*).

- b. The primary Sheriff's officer shall exercise care in using the emergency rescue/cut-down tool when cutting any ligature from around the neck of a detainee/inmate.
- c. The secondary Sheriff's officer shall begin CPR if needed and maintain custody and control of the detainee/inmate.
- d. The third responding Sheriff's officer shall report to the Detention Facility Control Room and perform the following tasks:
 - (i) secure his/her weapon prior to proceeding any further;
 - (ii) bring medical bag and defibrillator to the location of the incident;
 - (iii) assist the primary and secondary Sheriff's officers with administering CPR, while being mindful of security concerns.
- e. Once the emergency rescue/cut-down tool has been used, it shall immediately be turned over to the Detention Facility Control Room sergeant or his/her designee for retention as evidence in the investigation that will follow the incident.
- f. The transportation of the detainee/inmate will be in compliance with the current UCSO policy (*refer to Volume II, Chapter 9*).

XII. Storage. The cellblock, individual cells, and the sallyport are not to be used as storage areas. All cells and sallyports shall be kept clean and clear of any items and/or debris at all times.

XIII. Vehicular Access via Sallyports. Transportation of detainee(s)/inmate(s) shall be made using an official and authorized vehicle of the UCSO via the two (2) sallyports located on the west side of the Detention Facility. Non-official vehicles may be used to transport detainee(s)/inmate(s) under emergent and exigent circumstances.

- A. Sallyport. There are two (2) sallyports labeled "**Sallyport #1**" and "**Sallyport #2**" accessible via Lyons Place.
- B. Ingress. Entering either sallyport shall be made in the following manner.
 - 1. Notify the cellblock via radio to request entry into the sallyport.
 - 2. Activate the vehicle's emergency lights to halt any traffic behind the vehicle.
 - 3. If necessary, the officer in the passenger seat may exit the vehicle to aid in halting traffic behind the vehicle.

4. Back into the sallyport so as to enable a quick exit in the event of an emergency.
5. Do not secure any weapons until the bay door has securely closed.

FIREARMS WILL NOT BE BROUGHT INTO THE DETENTION FACILITY AT ANY TIME
ALL WEAPONS WILL BE PROPERLY SECURED IN WEAPONS LOCKERS
LOCATED IN THE REAR OF THE SALLYPORTS

- C. Egress. Exiting the sallyport shall be made in the following manner.
1. Ensure that all detainee(s)/inmate(s) are secured inside the vehicle prior to obtaining any weapons.
 2. Wait for the bay door to fully open prior to exiting the sallyport.
 3. Slowly move the vehicle forward, taking care to look for pedestrian traffic.
 4. Activate the vehicle's emergency lights, if necessary, to stop oncoming traffic.

XIV. Firearms within the Detention Facility

FIREARMS WILL NOT BE BROUGHT INTO THE DETENTION FACILITY AT ANY TIME
ALL WEAPONS WILL BE PROPERLY SECURED IN WEAPONS LOCKERS
LOCATED IN THE SECURE AREAS BETWEEN THE COURTROOMS
OR IN THE DETENTION FACILITY CONTROL CENTER.

- A. Sallyport. Once an agency's vehicle is secured in the sallyport area (bay door closed), officers shall secure their weapons prior to removing any detainee/inmate from a vehicle.
- B. Exceptions. In the event that a detainee/inmate in the cellblock has obtained a weapon, whether during an escape attempt, a hostage situation, or through other means, it may be necessary to enter the Detention Facility armed for the purpose of subduing the detainee(s)/inmate(s) and/or for the protection of officer(s) and/or hostage(s).
1. Any and all Sheriff's officers and/or supporting law enforcement agencies must have the approval of the Building Commander prior to entering the Detention Facility with a weapon, unless the exigent circumstances lead to the belief that there is an imminent and serious threat that requires immediate action and getting such approval would cause a delay in response time wherein serious bodily harm or death could occur to a detainee/inmate, officer, or civilian.

XV. Entering Occupied Cells. To ensure that detainees/inmates held in cells do not have an opportunity to assault a Sheriff's officer and/or take his/her keys in an

attempt to escape, Sheriff's officers shall never enter any cell alone. There shall be two (2) Sheriff's officers working in tandem at all times when operating inside the cellblock while any cell is occupied. The Detention Facility Control Room sergeant or his/her designee shall monitor the video surveillance for the area where Sheriff's officers will be in contact with detainees/inmates.

XVI. Movement of Detainees/Inmates between Cellblocks and Courtrooms. All movements of detainees/inmates from a Detention Facility cell to a courtroom, or a temporary holding cell on second, third, or fourth floor, shall be monitored, and all movements shall be broadcast via radio or communicated via landline between the Detention Facility Control Room and the courtroom staff.

- A. There shall be two (2) Sheriff's officers working in tandem at all times when transporting any detainee/inmate from a cell to a courtroom via the secure elevator.
- B. Mechanical restraints in addition to handcuffs can be used at the discretion of the Sheriff's officer(s) and/or the Sheriff's sergeant, based on, but not limited to, detainee/inmate criminal history, mental history, demeanor, or specific circumstances.
- C. The Detention Facility Control Room sergeant or his/her designee shall monitor the video surveillance for the area where Sheriff's officers will be in contact with detainees/inmates.
- D. All movements of detainees/inmates from a courtroom, or a temporary holding cell on second, third, or fourth floor, to a Detention Facility cell shall be monitored, and all movements shall be broadcast via radio or communicated via landline between the courtroom staff and the Detention Facility Control Room.
- E. There shall be two (2) Sheriff's officers working in tandem at all times when transporting any detainees/inmates from a cell to a courtroom via the secure elevator.

XVII. Control and Use of Keys. The master set of keys for the cells and the cellblock shall be kept in the Cherry Street Annex Control Center. The operational set of keys shall be kept in the Detention Facility Control Room. During daily inspections, the sergeant or his/her designee shall ensure that both sets of keys are in their proper locations and that all keys are present and accounted for.

- A. Key Control. Since the doors on the first floor of the Detention Facility are all automated, the keys to the facility shall routinely be maintained in a key control cabinet inside the Detention Facility Control Room. While moving detainees/inmates during an emergency, or where a door may be malfunctioning, the keys may be removed from the key control cabinet. Once the keys are no longer needed, they shall be returned immediately to the key control cabinet.

B. Key Identification. The following visually identifies and describes the types of keys and access control devices used in the daily operation of the Detention Facility.

1. Electronic Access Control Device used in conjunction with proximity identification card or department issued key fob.
2. Certain devices contain a keypad which will permit maintaining an unlocked door for a temporary amount of time.



3. Mogul Key used for all cellblock door access.



- a. M1 – primary doors (perimeter access/entry)
- b. M2 – secondary doors (internal secure hallways)
- c. M3 – tertiary doors (holding cells)
- d. M4 – Detention Facility Control Room (internal secure hallway access).



4. Paracentric Keys used for specific access.
 - a. P1 – holding cells on second, third, and fourth floors
 - b. P2 – water closet access on first floor
 - c. P3 – food port access on all cell doors with food ports

XVIII. Securing Individual Cell Doors and Cellblock Doors. All doors to the Detention Facility, to include cells, sallyport, temporary holding cells on the second, third, and fourth floors, and their respective courtrooms, shall remain locked at all times. Doors shall only be opened when placing detainees/inmates into cells or removing detainees/inmates from cells and for other access by authorized personnel as designated within this policy.

- A. Whenever a detainee/inmate is placed into a cell, the cell door will be closed and locked. The Sheriff's officers placing the prisoner into the cell will be responsible for checking to make sure that the cell is properly secured. Prior to leaving the Detention Facility, exit doors will also be secured and checked.

XIX. Security Checks of Cell. Security checks of a cell include, but are not limited to, making a thorough check of the cell for any weapons, contraband, hazards, or foreign items. The check shall include an inspection of the bench(es), toilet, sink basin, light fixtures, camera fixture, and any other appliance or fixed item belonging in the cell, for any loose components or foreign objects. Any items found in the cell and/or the Detention Facility shall be reported immediately upon discovery to the Detention Facility Control Room Sergeant, the Building Commander, and the Undersheriff responsible for the Court Division using the appropriate chain of command.

- A. Placement into a Cell. Prior to placing a detainee/inmate into a cell, the Sheriff's officers will conduct a thorough inspection of the cell.
- B. Removal from Cell. After removing a detainee/inmate from a cell, the Sheriff's officers will conduct a thorough inspection of the cell.
- C. Prisoner Control. While a Sheriff's officer is conducting any inspection of a cell, the detainee/inmate shall be held outside the cell in a secure manner in the presence of a second Sheriff's officer.
 - 1. Sheriff's officers are never permitted to enter a cell without having a second Sheriff's officer present to secure the detainee/inmate outside of the cell.
 - 2. Sheriff's officers are never permitted to inspect a cell while a detainee/inmate is present inside the cell.

XX. Communications

- A. The UCSO operates a radio communications system that has the following operating channels within the UCSO:
 - 1. Channel 1 – SHERIFF
 - 2. Channel 2 – INTERNAL
 - 3. Channel 3 – FLD OPS

- B. Sheriff's officers operating within the Detention Facility will communicate with the Cherry Street Annex courtrooms and the Cherry Street Annex Control Center utilizing Channel 2 – INTERNAL.
- C. Channel 2 – INTERNAL can also be utilized to communicate with the Main Courthouse Complex Control Center and all the courtrooms in the main Courthouse Complex.
- D. Activation of a Sheriff's officer's radio emergency distress button shall take precedence over all other daily activities.
 - 1. The available supervisor, either the Detention Facility Control Room sergeant or the Cherry Street Annex Control Center sergeant, will immediately attempt to identify the officer in distress by his/her radio number. When his/her location has been determined, the sergeant will deploy a proper response fitting the situation.
 - 2. **ARMED OFFICERS ARE NEVER PERMITTED TO ENTER THE DETENTION FACILITY** (*refer to Volume II, Chapter 28, Section P*).
 - 3. The responding officers shall update the sergeant as to the status of the incident, as well as the need for additional resources.
 - 4. The sergeant will notify the Building Commander or his/her designee, who will advance notification as needed using the appropriate chain of command.
 - 5. When the emergent situation has ended and/or the situation is under control, the officer(s) involved will notify the Sergeant, who in turn will cancel the alarm.

XXI. Escape from Custody. The person discovering that a detainee/inmate has escaped from custody shall immediately notify the available supervisor, either the Detention Facility Control Room sergeant or the Cherry Street Annex Control Center Sergeant, and the Building Commander or his/her designee. The sergeant and Building Commander shall immediately verify that an escape has occurred. Caution shall be exercised to avoid the potential of creating a hostage situation from developing (*refer to Volume VI, Chapter II*).

A. Notification of Field Services Division and Local Law Enforcement

- 1. The Building Commander or his/her designee shall immediately notify the highest ranking Sheriff's officer in the Field Services Division with all available information to initiate his/her response.
- 2. The Building Commander or his/her designee shall immediately notify the Elizabeth Police Department, the Union County Police Department, and any other law enforcement agencies deemed necessary.

3. Forward all available information of escapee to the Field Services Division and to local law enforcement agencies.
 - a. name of escapee
 - b. description of escapee
 - c. manner and direction of flight
 - d. is escapee armed and/or dangerous
 - e. nature of offense for which escapee was in custody
 - f. any known additional criminal history
4. Radio broadcast shall be made via the SPEN radio system and the Union County Hotline to include all descriptors and pertinent information.
5. Teletype alarm shall be issued through NJLETS and/or NLETS, for the purpose of statewide/nationwide broadcast, if it is felt that the escapee will attempt to flee from the immediate area.

B. Search for the Escapee

1. The Building Commander (or his/her designee) and/or the UCSO Fugitive Unit Commander shall oversee and coordinate all search efforts to include the UCSO Fugitive Unit, the UCSO Search and Rescue K-9 Unit, and all assisting law enforcement agencies.
 - a. Should the area of escape be confined to the Cherry Street Annex Building, the building will be secured and the surrounding area will be covered by responding law enforcement personnel.
 - (i) An attempt shall be made to confine the situation to the smallest area of the building.
 - (ii) Care shall be exercised so as not to contaminate the area that will be searched by UCSO K-9 Unit.
 - (iii) The cell or area from which the detainee/inmate escaped shall be preserved for processing by the UCSO Crime Scene Unit.

C. Notification of Union County Officials

1. The Building Commander or his/her designee shall notify the Undersheriff responsible for the Court Division and the Sheriff, using the appropriate chain of command. The Sheriff or Undersheriff will make further notifications to County and/or State officials if and when it is deemed appropriate.

- D. Search Technique. There will be, at minimum, primary and secondary response teams.
1. The primary Emergency Response Team shall begin a search for the escapee from the point of the escape to the exits of the building.
 - a. Control Center will be notified each time a floor has been searched and secured.
 - b. It is recommended that the search go down each floor rather than up, assuming the escapee's attempt was to reach the street.
 - c. The primary search team will begin an upward search if the initial search met with negative results.
 2. The secondary Emergency Response Team will secure the outer perimeter.
 - a. Civilians and employees must be directed away from the buildings and not allowed to linger in an area where the escapee may attempt to pass through.
 3. Sheriff's officers assigned to the Court Division shall conduct a search of the floor where their court is located and maintain their position in the event the escapee may enter their security zone.
- E. Use of Force. Sheriff's officers will adhere to the UCSO policy on the Use of Force (*refer to Volume V, Chapter I*).
- F. Hostage Situation. In the event that a hostage situation cannot be avoided, Sheriff's officers will be guided by the UCSO policy.

XXII. Documenting All Reportable Incidents. Whenever a situation arises which involves the Detention Facility, an incident report will be initiated. The incident report should include any additional reports (i.e., UCSO Use of Force, UCSO EMT Patient Care Report, etc.) that may be needed.

- A. Such an event may include, but is not limited to:
1. damage to the facility;
 2. an escape situation;
 3. force used to contain a detainee/inmate;
 4. a detainee/inmate medical condition;
 5. a detainee/inmate injury;
 6. a detainee/inmate attempted suicide or death.

- B. Incidents of a serious nature shall be reported to the Cherry Street Annex Control Center, the Building Commander, the Internal Affairs Unit, the Undersheriff responsible for the Court Division, and/or the Sheriff (using the appropriate chain of command).
 - 1. Copies of all reports shall be disseminated up the chain of command as deemed necessary by the Building Commander or his/her designee.
- C. In the event of an attempted suicide or death of a detainee/inmate, the Union County Prosecutor's Office shall be notified immediately by the Building Commander or his/her designee.
 - 1. The area of the attempted suicide or death shall be documented and processed either by the UCSO Crime Scene Unit, the New Jersey State Police Crime Scene Unit, or a crime scene unit designated by the Union County Prosecutor's Office.
 - 2. Notification shall be made to the Director of the Union County Department of Corrections within three (3) working days.
 - 3. Within two (2) weeks' time, a written report shall be submitted by the Director of the Union County Department of Corrections containing at a minimum the following information:
 - a. detainee/inmate name, age, and sex;
 - b. date and time of admission into cell;
 - c. reason for placement into cell;
 - d. log book entries noting the time of each physical cell check;
 - e. circumstances surrounding the death of the detainee/inmate;
 - f. findings of the investigative officer.

XXIII. Searching Detainees/Inmates. While in custody, procedures for the search of the detainee/inmate shall include:

- A. Inventory Search. An inventory search of the detainee/inmate at the time of booking and prior to entering the Detention Facility. The search will consist of the removal of ALL items located within pockets and on his/her person.
- B. Itemized Inventory. An itemized inventory of property taken from the detainee/inmate shall be recorded. Any item taken from the detainee/inmate which may represent contraband, evidence of a crime, stolen property, etc., will be segregated from the detainee/inmate's belongings, logged as being taken from the detainee/inmate's property and retained for evidential purposes.

1. The property kept for evidential purposes will be documented (*refer to Volume II, Chapter 10*) and submitted for evidential safekeeping.
 2. A receipt (signed by the detainee/inmate and the Sheriff's officer) will be issued for all items taken from or returned to the detainee/inmate. The receipt shall contain the detainee/inmate's name and pedigree information, as well as the date and times of the transaction.
- C. Removal of Certain Items. All detainees/inmates will be thoroughly searched prior to placement into a cell. The personal property taken from a detainee/inmate shall include, but not be limited to:
1. ties
 2. belts
 3. shoelaces
 4. hairpins
 5. jewelry
 6. combs
 7. pencils
 8. pens
 9. any other personal property deemed to be a potential hazard by the Sheriff's officer(s) assigned to the Detention Facility.
- D. Pat-Down Searches. A pat search shall be conducted while the detainee/inmate is fully clothed. A pat search includes both the touching of a detainee/inmate's body through his/her clothing, including hair, dentures, etc., and a thorough examination into the pockets, cuffs, seams, etc., and all personal property in the detainee/inmate's possession.
1. Pat searches of the detainee/inmate may be conducted at any time where conditions indicate a need for such searches.
 2. In addition, a pat search may be conducted at any time when there is a reasonably clear indication that the detainee/inmate is carrying contraband.
 3. Whenever possible, officers of the same sex as that of the prisoner shall conduct the search. Pat searches may be conducted by either male or female Sheriff's officers, regardless of the gender of the detainee/inmate.

- E. Magnetometer. A handheld magnetometer shall be readily available in the Detention Facility. The magnetometer shall be inspected on a weekly basis during the weekly cell inspections.
 - 1. Searches of detainees/inmates, surrounding areas, and objects by the use of the magnetometer may be done routinely and randomly where necessary for security purposes.
- F. Canine Searches. All detainees/inmates and their possessions, surrounding areas, objects, and properties, may be subject to searches by canine team(s) specially trained to discover and indicate to the handler(s) the presence of various substances and materials.
- G. Strip and Body Cavity Searches. In the event that a strip search is warranted and/or indicated, it shall be conducted in accordance with N.J.S.A. 2A:161a-1, and guidelines issued by the Attorney General (*refer to Volume III, Chapter 1, Sections W-Z*).

XXIV. Detainee/Inmate Cell Suits. The only time a detainee/inmate is issued a “paper detainee suit” when being placed in a cell is when it meets the criteria for a “strip search” (*refer to Volume III, Chapter 1, Sections W-Z*) or upon authorization by the Building Commander or his/her designee, based on exigent circumstances. Any other time a detainee/inmate is placed in a cell, he/she shall retain the clothing with which he/she entered into the Detention Facility. All other items will be removed and placed into his/her personal property (*refer to Volume II, Chapter 28, Section I*). The suits are “one size fits all” and shall be maintained in the Detention Facility Control Room. Any detainee/inmate clothing that is placed into his/her property shall be itemized and documented prior to being stored in a secure location (*refer to Volume II, Chapter 28, Section V, Subsection 2*). Any detainee/inmate that changes into a paper suit shall do so off camera, unless exigent circumstances dictate that would not be prudent or possible.

XXV. Secure Storage of Detainee/Inmate’s Property. All personal property belonging to the detainee/inmate shall be securely placed in a property bag so as to ensure the following:

- A. Property can be returned when he/she is released.
- B. Property can be properly accounted for and moved if the detainee/inmate is transferred to another facility.

XXVI. Booking Intake Forms. Intake information enhances the ability of agency personnel to promote conditions that contribute positively to the health and security of the detainee/inmate, to the safety of others, to the security of the facility, and to the positive identification of the detainee/inmate. The Detention Facility Control Room sergeant or his/her designee shall see that an Intake Form is completed for every person booked into the holding facility and contains, at a minimum, arrest information, property information and disposition, intake information and cell log entries.

- A. Arrest Information. Arrest information shall be recorded and detainees/inmates shall be LIVESCAN fingerprinted, photographed, and documented in accordance with existing UCSO protocol (*refer to Volume II, Chapter II, section D.2.a*).
- B. Property Inventory. A property inventory shall be recorded on the Detainee/Inmate Property Form and on the Medical Clearance Form.
- C. Intake Screening. The detainee/inmate's physical condition and any special needs shall be recorded on this report.
 - 1. Female detainee/inmate screening shall take into account the special needs of women.
 - 2. Disabled/handicapped detainee/inmate screening shall take into consideration any special needs of the person who is disabled/handicapped.
 - 3. The processing officer shall make a visual assessment of the detainee/inmate and record the following information:
 - a. if detainee/inmate is suffering from any current health problems;
 - b. if detainee/inmate is taking any medications
 - (i) note the type, amount, authorizing doctor, and dispensing pharmacy, if known;
 - c. the general condition of the detainee/inmate's state of consciousness and mental status
 - (i) note any unusual behavior;
 - d. note any visible body deformities, trauma markings, cuts, bruises, lesions, jaundice, restriction of movement, or any other visible injuries
 - (i) any indication of body fluids (cuts, lesions, urine/defecation, or where the detainee/inmate tends to spit, urinate, or defecate in defiance of incarceration) shall be noted on the medical screening report;
 - e. all information pertaining to medical treatment or the offer for medical treatment shall be made part of the Intake Report, including circumstances or events necessitating such treatment;
 - f. note any tendencies suggesting the individual may be at risk for suicide. These include, but are not limited to, the following:

- (i) expressions of concern over what significant others, such as a spouse, employer, or parent, will say about the detainee/inmate's offense and/or incarceration;
 - (ii) unrealistic talk about getting out of jail, "one way or another";
 - (iii) excessive self-blame and/or expressing inordinate feelings of guilt;
 - (iv) slowing of movement and/or non-reaction, to include withdrawal, lethargic behavior, and/or silence;
 - (v) expressions of low self-esteem/self-worth;
 - (vi) signs of severe depression, excessive crying and/or sadness;
 - (vii) obvious signs of mental instability, characterized by extreme mood swings;
 - (viii) delusions, hallucinations, expressions of fantastic and/or non-existing conditions, situations, and/or outcomes;
- g. Any obvious medical or mental conditions warranting treatment or attention are to be brought to the attention of the Detention Facility Control Room sergeant and the Building Commander or his/her designee. The Building Commander or his/her designee will assist in making a determination if medical or psychiatric attention is immediately necessary.
- h. When a detainee/inmate is to be placed into a cell, a Sheriff's officer of the same sex as the detainee/inmate will monitor the detainee/inmate if he/she is required to change into a paper suit.

XXVII. Suicide Risks. Special attention shall be made to detainees/inmates who may be suicidal. If a Sheriff's officer is uncertain if a detainee/inmate is a suicide risk, the situation shall be reported to the Detention Facility Control Room sergeant and the Building Commander or his/her designee who will immediately help determine the validity of the Sheriff's officer's concerns. Detainees/inmates identified as suicide risks shall have **constant face-to-face supervision by a Sheriff's officer.**

- A. Indicators. In addition to the aforementioned medical screening indicators concerning suicide risk behavior, a person incarcerated for the first time, even for a minor offense, may be likely to react adversely to the situation and in turn this may trigger severe depression with suicidal tendencies and/or a suicide attempt.
- B. Prevention. As soon as possible, any detainee/inmate who is deemed a suicide risk will be transported to the Trinitas Regional Medical Center in Elizabeth, New Jersey, for screening by personnel from the Trinitas Regional Medical

Center's Behavioral Health Services. The transportation of the detainee/inmate will be in compliance with the current UCSO policy (*refer to Volume II, Chapter 9*).

1. In the event of a suicide attempt, appropriate emergency first aid and/or advanced medical care will be administered as needed. The response shall include, but not be limited to, the following:
 - a. Sheriff's officers trained as Emergency Medical Technicians shall be dispatched to assist in rendering medical aid (*refer to Volume VI, Chapter 10*).
 - b. Detention Facility Control Room sergeant or the Cherry Street Annex Control Center shall notify Elizabeth Police and Fire Dispatch of the situation and request that appropriate EMS are dispatched to the UCSO Detention Facility. The transportation of the detainee/inmate will be in compliance with the current UCSO policy (*refer to Volume II, Chapter 9*).
 - (i) The responding ambulance will be met by a Sheriff's officer and will be backed into Sallyport #2 to await access to the detainee/inmate.
 - (ii) Any responding paramedic unit will be met by a Sheriff's officer and will park outside. The paramedics will enter Sallyport #2 via the man-door.
 - (iii) In the event of a medical emergency, the detainee/inmate will be transported by EMS under UCSO escort to Trinitas Regional Medical Center in Elizabeth, New Jersey.
 - (iv) In the event of a traumatic/serious injury, the detainee/inmate will be transported by EMS under UCSO escort to University Hospital in Newark, New Jersey.
 - (v) In the event of a burn injury, the detainee/inmate will be transported by EMS under UCSO escort to Saint Barnabas Medical Center in Livingston, New Jersey.

XXVIII. Separation by Sight and Sound of Juvenile/Female/Male Detainees/Inmates.

The following procedure will be adhered to regarding the separation of male, female, and juvenile detainees/inmates:

- A. Juveniles. Juvenile detainees/inmates are to be placed into the cells designated for juvenile occupancy in the cellblock and in the secure hallways on the second, third, and fourth floors. Juvenile detainees/inmates are to be kept apart, in both sight and sound, from any adult detainees/inmates. Juvenile detainees/inmates are not to be moved until male detainees/inmates

and female detainees/inmates are secured in their respective cells (*refer to Volume III, Chapter 4, Section R*).

1. Cellblock. The two (2) cells located directly across from the Detention Facility Control Room are in direct line of sight at all times and are designed to be occupied by juvenile detainees/inmates. These cells are separated from the adult detainees/inmates by masonry walls and metal doors. Access to these cells is tightly controlled and is only possible through the Detention Facility Control Room or through the aforementioned metal doors with the use of a mogul key. The corridor access doors are not automated. The cell doors are automated.
 - a. If a juvenile detainee/inmate is to be LIVESCAN fingerprinted and/or processed, Sheriff's officers must ensure that at no time will the juvenile detainee/inmate be exposed to an adult detainee/inmate.
 - b. Juvenile detainees/inmates are to be escorted from their cells, to the processing area, and back to their cells, completely out of sight and sound of any adult detainee/inmate.
 2. Secure Hallways. One (1) of the two (2) temporary detention cells located in the secure hallway of the second, third, and fourth floors are designed to be occupied by a juvenile detainee/inmate. Placement of a juvenile detainee/inmate in this cell requires constant face-to-face supervision by a Sheriff's officer. The metal cell doors are accessed with the use of a mogul key. These doors are not automated.
- B. Females. Female detainees/inmates are to be housed separate from male detainees/inmates and will be kept apart from juvenile detainees/inmates by sight and sound at all times. Female detainees/inmates may be placed into a cell in the cellblock directly across from the Detention Facility Control Room and a cell in the secure hallways on the second, third, and fourth floors. Female detainees/inmates are not to be moved until male detainees/inmates and juvenile detainees/inmates are secured in their respective cells.
1. Cellblock. The two (2) cells located directly across from the Detention Facility Control Room can be utilized to house female detainees/inmates. These cells are separated from the male detainees/inmates by masonry walls and metal doors. Access to these cells is tightly controlled and is only possible through the Detention Facility Control Room or through the aforementioned metal doors with the use of a mogul key. The corridor access doors are not automated. The cell doors are automated.
 - a. If a female detainee/inmate is to be LIVESCAN fingerprinted and/or processed, Sheriff's officers must ensure that at no time will the female detainee/inmate be exposed to a juvenile detainee/inmate or a male detainee/inmate.

- b. Female detainees/inmates are to be escorted from their cells, to the processing area, and back to their cells, completely out of sight and sound of any juvenile detainee/inmate or male detainee/inmate.
 - 2. Secure Hallways. Two (2) temporary detention cells are located in the secure hallway of the second, third, and fourth floors; they may be used for a female detainee/inmate. Placement of a female detainee/inmate in this cell requires consistent supervision by a Sheriff's officer with face-to-face checks made at 15-minute intervals. The metal cell doors are accessed with the use of a paracentric key. These doors are not automated.
- C. Males. Male detainees/inmates are to be housed separate from female detainees/inmates and will be kept apart from juvenile detainees/inmates by sight and sound at all times. Male detainees/inmates are not to be moved until juvenile detainees/inmates and female detainees/inmates are secured in their respective cells.
 - 1. Cellblock. The six (6) cells separated from the juvenile detainees/inmates and/or the female detainees/inmates by masonry walls and metal doors are to be used to house male detainees/inmates. Access to these cells is tightly controlled and is only possible through the Detention Facility Control Room or through the aforementioned metal doors with the use of a mogul key. The corridor access doors are not automated. The cell doors are automated.
 - a. If a male detainee/inmate is to be LIVESCAN fingerprinted and/or processed, Sheriff's officers must ensure that at no time will the female detainee/inmate be exposed to a juvenile detainee/inmate or a male detainee/inmate.
 - b. Male detainees/inmates are to be escorted from their cells to the detainee/inmate processing area, and back to their cells, completely out of sight and sound of any juvenile detainee/inmate or female detainee/inmate.
 - 2. Secure Hallways. Two (2) temporary detention cells are located in the secure hallway of the second, third, and fourth floors; they may be used for a male detainee/inmate. Placement of a male detainee/inmate in this cell requires consistent supervision by a Sheriff's officer with face-to-face checks made at 15-minute intervals. The metal cell doors are accessed with the use of a paracentric key. These doors are not automated.

XXIX. Methods for Handling, Detaining, and Segregating Persons who are Under the Influence of Alcohol/Drugs, Violent, or Self-Destructive. This category of detainees/inmates shall, if transportation or removal to detoxification or psychiatric facilities is not feasible, be isolated from the other detainees/inmates. Such

detainees/inmates shall have closer surveillance, which includes consistent supervision by a Sheriff's officer with face-to-face checks made at 15-minute intervals. Every effort shall be taken to ensure the safety of the detainee/inmate. Those who are violent or self-destructive may need to be restrained.

- A. As soon as reasonably possible, the detainee/inmate should be transferred to Trinitas Regional Medical Center in Elizabeth, New Jersey, for screening by personnel from the Trinitas Regional Medical Center's Behavioral Health Services.
- B. If EMS is needed, the Detention Facility Control Room sergeant or the Cherry Street Annex Control Center shall notify Elizabeth Police and Fire Dispatch of the situation and request that appropriate EMS are dispatched to the UCSO Detention Facility. The transportation of the detainee/inmate will be in compliance with the current UCSO policy (*refer to Volume II, Chapter 9*).
 - 1. The responding ambulance will be met by a Sheriff's officer and will be backed into Sallyport #2 to await access to the detainee/inmate.
 - 2. The detainee/inmate will then be transported by EMS under UCSO escort to Trinitas Regional Medical Center in Elizabeth, New Jersey.
- C. Detainees/inmates that are residents of the Union County Jail, any other county jail, or a state prison shall be transferred to their respective institution.

XXX. Accepting Detainees/Inmates from Outside Agencies. Detainees/inmates shall only be accepted from outside agencies if the warrant or charges dictate that they will be housed in the UCSO Detention Facility temporarily to satisfy pending matters in the Cherry Street Annex Building or with the UCSO.

- A. The Detention Facility Control Room sergeant must approve the acceptance of an outside agency detainee/inmate and will subsequently inform the Building Commander (using the appropriate chain of command).
- B. If the detainee/inmate is received from an outside agency, proper identification must include, but is not limited to:
 - 1. transporting officer(s) badge number(s)/credentials
 - 2. detainee/inmate documentation
 - a. complaint
 - b. warrant
 - c. court-ordered appearance
 - d. scheduled court appearance

- e. commitment paperwork
- C. The Sheriff's officer accepting detainees/inmates from an outside agency shall, at the minimum, complete the following:
 - 1. intake form
 - 2. detainee/inmate medical clearance form
 - 3. booking report
 - 4. incident report
 - 5. Detainee/inmate documentation shall be copied and included with all Detention Facility forms and/or reports.
- D. It is the responsibility of the Building Commander or his/her designee to accept or refuse entry to detainees/inmates from an outside agency when the detainee/inmate presents the following concerns/issues:
 - 1. in need of special care or requires medication;
 - 2. under the influence of alcohol and/or any other type of drugs;
 - 3. violent, self-destructive, and/or suicidal;
 - 4. exhibits injuries or complaint of same.

XXXI. Procedures for Mass Arrest. Mass arrest situations should be handled with the following considerations:

- A. The Detention Facility Control Room sergeant must immediately notify the following, utilizing the appropriate chain of command:
 - 1. Building Commander or his/her designee;
 - 2. Cherry Street Annex Control Center;
 - 3. Main Courthouse Complex Control Center;
 - 4. Undersheriff responsible for Court Division;
 - 5. Undersheriff responsible for Field Services Division;
 - 6. Sheriff;
- B. The Detention Facility Control Room sergeant or his/her designee will coordinate the intake of detainees/inmates with any additional agencies involved;

- C. If needed, the Detention Facility Control Room sergeant will utilize assistance from the Union County Jail and/or the Elizabeth Police Department's cellblock.

XXXII. Positive Identification of Detainees/Inmates. Positive identification is required before a detainee/inmate is transferred or released. The identification must be in the form of fingerprint identification via FAST-ID or LIVESCAN fingerprinting.

- A. For persons arrested with no identification in their possession, the Detention Facility Control Room sergeant or his/her designee shall do the following:
 - 1. Obtain the person's full name, date of birth, current street address, and social security number.
 - 2. Using the person's information, a check will be conducted for the following:
 - a. wants/warrants using CJIS/NCIC;
 - b. motor vehicle files;
 - c. Promis Gavel;
 - d. UCSO "in-house" files.
 - 3. Person's hometown police department may be contacted to verify name and address.
 - 4. Person's family may be contacted to verify specific information.

XXXIII. Returning Property to Detainees/Inmates. All personal property taken from the detainee/inmate, with the exception of property retained by the UCSO for evidential purposes, will be returned to the detainee/inmate upon his/her release. Detainee/inmate property should be compared to the inventory list, and if everything is in order, the detainee/inmate should sign the property form indicating the return of property.

- A. If a detainee/inmate is being transferred to another institution or detention facility, then the detainee/inmate will only be provided with the clothing he/she is currently wearing or a paper suit to facilitate the transfer. All other personal property will be transferred to the law enforcement agency taking custody of the detainee/inmate and conducting the transfer.
- B. The Sheriff's officer that coordinates the transfer shall ensure that the officer accepting custody of the detainee/inmate reviews the property against the Property Receipt Form and signs to take custody of the detainee/inmate's property. A copy of the Property Receipt Form will be provided to the receiving agency; however, the original must remain on file with the UCSO.

XXXIV. Detainees in Medical Assistance. Whenever an individual is taken into custody, Sheriff's officers will always be cognizant of the individual's health and possible medical problems. If a Sheriff's officer suspects that a person is in need of medical care, he/she will immediately notify the Detention Facility Control Room sergeant or his/her designee.

- A. The Detention Facility Control Room sergeant or his/her designee shall take immediate action on all medical emergencies.
- B. Detainees/inmates who are suspected of being in need of medical attention will not be placed into a cell.
- C. Sheriff's officers trained as Emergency Medical Technicians shall be dispatched to assist in rendering medical aid (*refer to Volume VI, Chapter 10*).
- D. Detention Facility Control Room sergeant or the Cherry Street Annex Control Center shall notify Elizabeth Police and Fire Dispatch of the situation and request that appropriate EMS are dispatched to the UCSO Detention Facility. The transportation of the detainee/inmate will be in compliance with the current UCSO policy (*refer to Volume II, Chapter 9*).
 - 1. The responding ambulance will be met by a Sheriff's officer and will be backed into Sallyport #2 to await access to the detainee/inmate.
 - 2. Any responding paramedic unit will be met by a Sheriff's officer and will park outside. The paramedics will enter Sallyport #2 via the man-door.
 - 3. In the event of a medical emergency, the detainee/inmate will be transported by EMS under UCSO escort to Trinitas Regional Medical Center in Elizabeth, New Jersey.
 - 4. In the event of a traumatic/serious injury, the detainee/inmate will be transported by EMS under UCSO escort to University Hospital in Newark, New Jersey.
 - 5. In the event of a burn injury, the detainee/inmate will be transported by EMS under UCSO escort to Saint Barnabas Medical Center in Livingston, New Jersey.
- E. The Detention Facility Control Room sergeant or his/her designee shall ensure that the following documentation is completed and submitted to the Building Commander or his/her designee:
 - 1. incident report (and any supplemental incident reports);
 - 2. UCSO EMT Patient Care Report;
 - 3. the transporting EMS agency(ies) Patient Care Report;

4. any other outside agency report.

XXXV. Maintenance of First Aid Kit. A first aid kit will be kept fully stocked and maintained in the Detention Facility Control Room and will be readily available for administering first aid to any individual requiring such care.

- A. The first aid kit shall be checked weekly by the Detention Facility Control Room sergeant or his/her designee. The inspections will be documented in the Detention Facility Control Room Activity Log Book and any deficiencies shall be remedied and missing supplies will be restocked immediately.
 1. The first aid kit consists of a medical bag with materials capable of responding to a broad range of medical and traumatic emergencies, an oxygen tank and airway equipment and supplies, NARCAN (Naloxone), and one (1) defibrillator.
 2. The first aid kit shall be located inside the Detention Facility Control Room.

XXXVI. Notification of Available Medical Services. Procedures for gaining access to medical services shall be posted (permanently mounted and legible) in the Detention Facility outside of the Detention Facility Control Room. Said procedures will be in languages prevalent to the County of Union.

- A. Verbal Notification. It is important that detainees/inmates know that emergency health care services are available to them. As such, Sheriff's officers shall notify all detainees/inmates who are unable to read, or who request such information, of the procedures for accessing emergency health care.

XXXVII. Meals

- A. Meals will only be provided to a detainee/inmate if approved by the Detention Facility Control Room sergeant or his/her designee.
- B. As a general rule, a meal will be provided after the fourth hour of detention.
- C. Meals will be purchased from a local vendor.
 1. Receipts will be collected and provided to the Supervisor of Accounts in the Administrative Unit.
 2. The meals and the time of their distribution shall be documented in the Daily Activity Log Book (*refer to Volume II, Chapter 28, Section QQ: Documentation in Log Books*).
 3. Upon request, meals should comply with the religious tenets of the detainee.

XXXVIII. Distribution of Pharmaceuticals. Detainees/inmates in the custody of the UCSO who take medication prescribed by a physician will be permitted to do so only under the following circumstances:

- A. When a detainee/inmate claims that a prescription medication is needed, the detainee/inmate shall be transported to Trinitas Regional Medical Center for evaluation and/or treatment. Any medications belonging to the detainee/inmate shall be transported with the detainee/inmate and subsequently dispensed at the direction of the medical staff at Trinitas Regional Medical Center.

1. OVER THE COUNTER MEDICATION WILL NOT BE GIVEN TO A DETAINEE/INMATE.

- B. Any and all action taken shall be fully documented on the detainee/inmate Medical Screening Form.

XXXIX. Detainee/Inmate Rights. The UCSO will adhere to the following procedures regarding a detainee/inmate's rights:

- A. Ensuring a Timely Court Appearance. Once an arrestee has been processed for an arrest as prescribed by law, the Detention Facility Control Room sergeant will verify the conditions of release/court appearance or commitment to the Union County Jail without any unnecessary delay.
- B. Opportunity to Make Bail. As soon as practical after post-arrest processing procedures have been completed, arrestees shall be permitted to make telephonic contact(s) for the purpose of raising bail (within reasonable limitations).
- C. Confidential Access to Attorneys. Detainees/inmates shall be permitted to consult with an attorney, their representatives, or experts retained by them. Private consultation rooms are available on every floor of the Cherry Street Annex Building and can be utilized to provide a detainee/inmate with the proper setting for a consultation session.
 - 1. All consultations shall take place in a designated Consultation Room. These rooms are constructed of concrete, cement, and masonry block walls with metal doors.
 - a. Consultation Room doors on the first floor can be operated both automatically and with a mogul key.
 - b. Consultation Rooms on the second, third, and fourth floors can only be operated with a paracentric key.
 - 2. All escorts of detainees/inmates shall be performed with a minimum of two (2) Sheriff's officers (or more as needed). All detainees/inmates

shall be handcuffed and secured as required, according to the discretion of the Detention Facility Control Room sergeant or his/her designee.

- a. Attorneys, representatives, or experts retained by detainees/inmates shall check in with the Cherry Street Annex Control Center to be permitted access to the civilian side of the Consultation Rooms.
 - b. Juvenile detainees/inmates are to be escorted from their cells to the Consultation Rooms and, when complete, back to their cells, completely out of sight and sound of any adult detainee/inmate.
 - c. Female detainees/inmates are to be escorted from their cells, to the Consultation Room and, when complete, back to their cells, completely out of sight and sound of any juvenile detainee/inmate or male detainee/inmate.
 - d. Male detainees/inmates are to be escorted from their cells, to the Consultation Room and, when complete, back to their cells, completely out of sight and sound of any juvenile detainee/inmate or female detainee/inmate.
3. Access to the Consultation Rooms is tightly controlled and is only possible through the Detention Facility Control Room or through the aforementioned metal doors with the use of a mogul key. The corridor access doors are not automated. The consultation room doors are automated.
 4. Sheriff's officers escorting detainee(s)/inmate(s) to the Consultation Rooms will place the detainee(s)/inmate(s) inside the room and close the metal door to ensure privacy to the detainee(s)/inmate(s). The Sheriff's officers shall remain outside the door until such a time that the consultation is complete. Every effort shall be made to ensure the privacy between attorneys and their clients.
- D. Access to a Telephone. At first practical opportunity during the admissions process, arrestee(s) shall be afforded an opportunity to contact persons of his/her choice by telephone.
1. If the arrestee(s) cannot make the call without assistance, a Sheriff's officer should provide that assistance, or if requested, should make the telephone call for the arrestee(s).
 2. Long distance telephone calls will be made "collect."
 3. The arrestee(s) will be permitted to make a reasonable amount of telephone call attempts at the discretion of the Detention Facility Control Room sergeant or his/her designee.

4. Arrestee(s) shall be made aware that he/she will be using a monitored and/or recorded telephone line through the use of signage in languages prevalent to Union County, or through an audible signal on the telephone line.
5. Telephone calls to attorneys shall be made from a telephone line that is not monitored and/or recorded.

XL. Protection from Abuse. The UCSO is committed to providing detainees/inmates in the Detention Facility with a safe, humane, and secure environment, free from threats of abuse, harassment, and retaliation against detainees/inmates.

- A. All persons detained, arrested, or lawfully confined in the Detention Facility shall be protected by the UCSO from personal abuse, corporal punishment, personal injury, disease, property damage, and harassment. This will be accomplished via training, policies, and proper supervision of personnel and the facility.
- B. In accordance with the Federal Prison Rape Elimination Act of 2002 (PREA), a zero tolerance for incidents of sexual assault and misconduct shall be maintained in the Detention Facility. PREA is a federal law that prohibits sexual misconduct in correctional settings and facilities. The UCSO will be in full compliance with PREA and will ensure proper supervision to eliminate the risk of sexual assault incidents. Sexual misconduct under this law includes:
 1. detainee/inmate-on-detainee/inmate sexual assault and abuse;
 2. staff-on-detainee/inmate sexual misconduct (sexual/inappropriate relationships with detainees/inmates);
 3. detainee/inmate-on-detainee/inmate and staff-on-detainee/inmate sexual harassment.
- C. An incident of this nature shall be referred to the Internal Affairs Unit. An investigation shall be conducted and if deemed necessary, the following actions shall be taken:
 1. The Union County Prosecutor's Office shall be immediately notified to assist in the investigation.
 2. Criminal charges shall be filed in the event of a substantiated detainee-on-detainee sexual assault and/or sexual misconduct.
 3. Progressive disciplinary action (and potentially criminal charges) shall be filed against UCSO personnel in the event of a substantiated staff-on-detainee sexual assault and/or sexual misconduct.

XLI. Supervision of Detainees/Inmates. Whenever a detainee/inmate is placed into a detention cell, that detainee will be consistently monitored via video surveillance equipment, and Sheriff's officers shall conduct a face-to-face check every thirty (30) minutes. **Any detainee(s)/inmate(s) deemed to be suicidal shall be under constant face-to-face watch.** Movement of detainee(s)/inmate(s) shall require the following:

- A. Permission. Permission shall be obtained from the Detention Facility Control Room sergeant or his/her designee prior to placing any person into a Detention cell.
 - 1. The Detention Facility Control Room sergeant or his/her designee will be notified any time a detainee/inmate is removed from and/or returned to a detention cell.
 - 2. All activity pertaining to the movement of and/or interaction with a detainee/inmate who has been confined in a detention cell will be logged in the Daily Activity Log Book.
- B. Population Count. The Detention Facility Control Room sergeant or his/her designee shall conduct and maintain a count of all detainees/inmates housed in the Cherry Street Annex Building. The scheduled counts will take place at 0900, 1230, and 1600 hours.
- C. After Hours Population. The use of the Detention Facility after customary business hours (0630hours-1630hours) by UCSO personnel shall be permissible with the following requirements:
 - 1. The sergeant (or respective supervisor) responsible for the Sheriff's officers entering the UCSO Detention Facility shall assume responsibility of the Detention Facility Control Room and all necessary subsequent operations.
 - 2. The introduction of arrestee(s) by these personnel shall subject all activity to comply with the policies and standards set forth in this policy.
 - 3. Prior to vacating the Union County Detention Facility, the sergeant (or respective supervisor) shall be responsible to ensure that the cellblock is searched to confirm that all cells are empty and that no person(s) is present.

XLII. Documentation in Log Books. The Detention Facility Control Room shall maintain log books to document daily activities and detainee/inmate movements. The Daily Activity Log Book and the Daily Detainee/Inmate Movement Log Book shall be maintained by the Detention Facility Control Room sergeant and checked daily by the Building Commander.

- A. All entries shall be made in the following manner:

1. Sheriff's officer entries shall be made in black colored ink.
2. Supervisor entries shall be made in red colored ink.
 - a. The Detention Facility Control Room sergeant shall review and make an entry to this effect once daily.
 - b. The Building Commander may review the log books and make an entry to this effect at his/her discretion.
- B. All entries will be written out (i.e., no "ditto" marks).
- C. All entries will utilize actual time written in military time format (0000hours-2400hours).
- D. Notations regarding detainee/inmate activity and status shall be detailed, written out, and not abbreviated (i.e., sleeping and breathing, seated on bench, etc.).
- E. All corrections to erroneous entries will be made by striking a single line through the error and initialing the strike through. **NEVER USE WHITE OUT.**

XLIII. Surveillance Equipment. The video surveillance equipment shall be on and recording whenever detainee(s)/inmate(s) are brought into the Detention Facility and whenever any cell is occupied.

- A. Video surveillance shall not be used to violate the detainee(s)/inmate(s) personal privacy. All video surveillance of cells ensure privacy when detainee(s)/inmate(s) must use the sanitary unit and provide privacy where needed.
 1. **Malfunctioning Equipment.** If a video surveillance camera is not working, that cell shall be placed out of order and not used to house any person. The Detention Facility Control Room sergeant or his/her designee shall immediately submit a repair request and will notify the Building Commander or his/her designee of the situation. Notice of the condition shall be made to all necessary personnel.

XLIV. Supervision of Detainees/Inmates of the Opposite Sex. Female detainees/inmates shall be searched by female Sheriff's officers and male detainees/inmates shall be searched by male Sheriff's officers.

- A. In the event that a female Sheriff's officer is not immediately available, the Detention Facility Control Room sergeant or his designee shall have the female detainee/inmate standby and request a female Sheriff's officer through the Cherry Street Annex Control Center.

- B. Once detainees/inmates are searched and placed into their respective cells, the Detention Facility Control Room shall maintain video and face-to-face surveillance as needed.

XLV. Visitation Rights. No visitors are permitted, except for attorneys, representatives, or experts hired by the detainees/inmates.

- A. The Building Commander or his/her designee may make an exception to this rule with the following mandatory requirements:
 - 1. two (2) Sheriff's officers will accompany the visitor at all times;
 - 2. only one (1) visitor is permitted at any given time;
 - 3. documentation of the visit in the log book;
 - 4. documentation of the visit in an Incident Report.

XLVI. Supervision of Detainees/Inmates outside the Detention Facility. Any detainee/inmate held outside the Detention Facility shall be under constant visual supervision until returned to the Detention Facility.

- A. Detainees/inmates placed into a temporary detention cell on the second, third, or fourth floors shall be consistently monitored via video surveillance equipment, and Sheriff's officers shall conduct a face-to-face check every fifteen (15) minutes.

REMAINING PAGES ARE UCSO CELL BLOCK FORMS

WEEKLY SECURITY INSPECTION REPORT FORM



DATE:

TIME:

OFFICER:

	SATISFACTORY	UNSATISFACTORY	PROBLEM/COMMENTS
DETENTION FACILITY CONTROL CENTER			
PRISONER LOG BOOK			
PRISONER MOVEMENT LOG			
NCIC TERMINAL			
LIVESCAN TERMINAL			
FLOORS			
CEILINGS			
LIGHT FIXTURES			
WALLS			
FLOORS			
DOORS			
WINDOWS			
LOCKS			
VENTILATION			
CAMERAS			
MONITORS			
CELLBLOCK KEYS			
EMERGENCY RESCUE TOOL			
WEAPONS LOCKER			
CELL BLOCK CORRIDOR			
FLOORS			
FLOOR DRAIN COVERS			
CEILINGS			
LIGHT FIXTURES			
WALLS			
FLOORS			
DOORS			
WINDOWS			
LOCKS			
VENTILATION			
CAMERAS			
OTHER			
HOLDING CELLS/INTERVIEW ROOMS			
CELL FLOORS			
FLOOR DRAIN COVERS			
CELL CEILINGS			
LIGHT FIXTURES			
CELL WALLS			
CELL WINDOWS			
SEATING AREAS			
SANITARY UNIT			
DOOR LOCK			

WEEKLY SECURITY INSPECTION FORM

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**UNION COUNTY SHERIFF'S OFFICE
DETAINEE SCREENING FORM**



Detainee's Name:		DOB:	☐ Male ☐ Female
Date/Time:			
Most Serious Charge:	Report Number:	Screening Officer:	

Was detainee a medical, mental health or suicide risk during any prior contact or confinement?
☐ Yes ☐ No If Yes, when?

Does the arresting officer believe that detainee is a medical, mental health or suicide risk now?
☐ Yes ☐ No

OFFICER'S OBSERVATIONS					
YES	NO		YES	NO	
☐	☐	Assaultive/Violent Behavior	☐	☐	Crying/Tearful
☐	☐	Loud/Obnoxious Behavior	☐	☐	Confused
☐	☐	Any Noticeable Marks/Scars	☐	☐	Uncooperative
☐	☐	Bizarre Behavior	☐	☐	Passive
☐	☐	Alcohol/Drug Withdrawal	☐	☐	Intoxicated
☐	☐	Unusual Suspiciousness	☐	☐	Scared
☐	☐	Hearing Voices/Seeing Visions	☐	☐	Incoherent
☐	☐	Observable Pain/Injuries	☐	☐	Embarrassed
☐	☐	Other Observable Signs of	☐	☐	Cooperative
Depression, explain:					

MEDICAL HISTORY		
YES	NO	
☐	☐	Are you injured? If Yes, explain:
☐	☐	Are you currently under a physician's care? If Yes, explain:
☐	☐	If female, are you pregnant?
☐	☐	Are you currently taking any medication? If Yes, list type(s), dosage(s), and frequency:

DO YOU SUFFER FROM ANY OF THE FOLLOWING					
YES	NO		YES	NO	
☐	☐	Hepatitis	☐	☐	Heart Diseases
☐	☐	Shortness of Breath	☐	☐	Chest Pain(s)
☐	☐	Abdominal Pain(s)	☐	☐	Asthma
☐	☐	High Blood Pressure	☐	☐	Venereal Disease
☐	☐	Tuberculosis	☐	☐	Diabetes
☐	☐	Alcohol Addiction	☐	☐	Drug Addiction
☐	☐	Epilepsy/Blackouts/Seizures	☐	☐	Ulcers/Open Wounds
☐	☐	Other Medical Problems/Diseases	☐	☐	HIV/AIDS (Optional)
Explain:					

DETAINEE SCREENING FORM

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**UNION COUNTY SHERIFF'S OFFICE
DETAINEE SCREENING FORM
SUICIDE ASSESSMENT**



YES	NO	
☐	☐	Have you ever attempted suicide? If Yes
		When: _____ Why: _____ How: _____
☐	☐	Have you ever considered suicide? If Yes
		When: _____ Why: _____
☐	☐	Are you now or have you ever been treated for mental or emotional problems? If Yes
		When: _____ ☐ Inpatient ☐ Outpatient ☐ Both
☐	☐	Have you recently experienced a significant loss (job, relationship, loved one, etc)? If Yes
		Explain: _____
☐	☐	Do you feel that there is nothing to look forward to in the immediate future? If Yes
		Explain: _____
☐	☐	Are you thinking of killing yourself? If Yes
		Explain: _____

Additional Remarks:

DISPOSITION

☐ Normal Detainee Checks ☐ More Restrictive Detainee Checks

1) Supervision Levels: ☐ 30 minute checks ☐ 15 minute checks ☐ Constant contact

3) Other precautions taken (removal of clothing, bedding, etc., If appropriate).

Explain: _____

☐ Medical. If detainee is later returned to facility, list any special watch recommendations.

☐ Mental Health. If detainee is later returned to our facility, list any special watch recommendations.

☐ Other disposition/referral/transfer.

FAILURE TO ANSWER/REFUSAL OF TREATMENT

Detainee refused to answer ☐ or unable to answer ☐ the verbal response sections of this screening form.

I, _____ (print name), refuse any type of medical treatment.

SIGNATURES:

Detainee: _____ Screening Officer: _____

Supervisor: _____

DETAINEE SCREENING FORM

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DATE IN: _____ TIME IN: _____
DATE OUT: _____ TIME OUT: _____

JUVENILE
YES ☐
NO ☐

INMATE/DETAINEE NAME: _____ MALE ☐ FEMALE ☐

COMMITMENT NUMBER: _____ SBI: _____

ARRESTING OFFICER(S): _____ FBI: _____

INTAKE OFFICER(S): _____ SS# _____

INMATE/DETAINEE MUST BE PHYSICALLY INSPECTED EVERY THIRTY (30) MINUTES. IF THERE ARE SPECIAL CIRCUMSTANCES, THE INMATE/DETAINEE MUST BE PHYSICALLY INSPECTED EVERY FIFTEEN (15) MINUTES. INCLUDE TYPE OF RELEASE IN REMARKS.

A JUVENILE INMATE/DETAINEE MUST BE UNDER CONSTANT WATCH AT ALL TIMES

[illegible]

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[illegible]

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UNION COUNTY SHERIFF'S OFFICE STRIP SEARCH FORM		
DATE: _____	TIME: _____	
INMATE/DETAINEE NAME: _____		
COMMITMENT NUMBER: _____		
STRIP SEARCH OF NEWLY COMMITTED PERSON		
INMATE/DETAINEE STRIP SEARCHED ☐ YES ☐ NO INDICTABLE OFFENSE ☐ YES ☐ NO		
INMATE/DETAINEE SIGNATURE: _____		
STRIP SEARCHED OF A PERSON WITH A NON-INDICTABLE OFFENSE/ARREST FOR ONE OF THE REASONS LISTED BELOW, MUST BE EXPLAINED THOROUGHLY. (CHECK ALL THAT APPLY)		
☐ STRANGE/BIZARRE BEHAVIOR ☐ CONTRABAND FOUND DURING PATFRISK ☐ OTHER REASONS LISTED BELOW: _____ ☐ UNCOOPERATIVE DURING ADMISSION ☐ KNOWN HISTORY OF VIOLENCE/ASSAULTIVE ☐ KNOWN PRIOR CONVICTION(S) OF CRIME(S)		
STRIP SEARCH OF A PERSON WITH A NON-INDICTABLE OFFENSE/ARREST FOR ONE OF THE REASONS LISTED BELOW, MUST BE EXPLAINED THOROUGHLY.		
☐ REASONABLE SUSPICION THAT CONTRABAND MAY BE FOUND (EXPLAIN BELOW) ☐ OTHER REASONS LISTED BELOW: _____		
OFFICER CONDUCTING STRIP SEARCH IS OF THE SAME GENDER AS THE INMATE/DETAINEE BEING STRIP SEARCHED.		
☐ YES ☐ NO - IF CHECKED, REPORT MUST BE SUBMITTED WITH EXPLANATION		
OFFICER CONDUCTING SEARCH: _____		
SUPERVISOR AUTHORIZING SEARCH: _____		
THIS SECTION TO BE COMPLETED BY THE DETENTION FACILITY SERGEANT/SUPERVISOR. ☐ INCIDENT FORWARDED TO OFFICE OF PROFESSIONAL STANDARDS ☐ INCIDENT FORWARDED TO UNDERSHERIFF OF THE COURTS SUPERVISOR MAKING REFERRAL: _____		

STRIP SEARCH FORM

SHIFT COMMANDER'S ESCAPE CHECKLIST



DATE:

TIME:

LOCATION:

INMATE(S)/DETAINEE(S):

ACTIONS	TIME	INITIALS	N/A
ALERT ALL SHERIFF'S PERSONNEL TO LOCK DOWN BUILDING			
REPEAT LOCK DOWN & DIRECT PERSONNEL TO ESCAPE LOCATION			
ACCOUNT FOR ALL OFFICERS AND SHERIFF'S OFFICE PERSONNEL			
INITIATE A STAND UP COUNT OF ALL INMATE(S)/DETAINEE(S)			
SECURE PERIMETER OF THE BUILDING			
IDENTIFY INMATE(S)/DETAINEE(S) MISSING			
TYPE OF ESCAPE: OBSERVED NOT OBSERVED			
INITIATE SEARCH OF THE CELLBLOCK AND BUILDING			
REQUEST ADDITIONAL SHERIFF'S PERSONNEL AS NEEDED			
ASSESS IF ANYONE HAS BEEN INJURED AND/OR KILLED:			
- AVAILABLE SHERIFF'S EMTs IN THE BUILDING TO RESPOND			
- REQUEST AND STAGE EMS IF NEEDED			
- ASSIGN OFFICERS TO ACCOMPANY INJURED WITNESSES			
ASSIGN OFFICERS TO OBTAIN STATEMENTS FROM WITNESSES			
REQUEST SHERIFF'S SEARCH & RESCUE K9 TO RESPOND			
ACCOUNT OR ALL EQUIPMENT, TOOLS, AND WEAPONS			
GENERATE PHOTO(S) AND PEDIGREE(S) FOR DISTRIBUTION			
NOTIFY THE FUGITIVE INVESTIGATIONS UNIT OIC			
NOTIFY THE MAIN COURTHOUSE CONTROL CENTER			
IMMEDIATELY MAKE THE FOLLOWING NOTIFICATIONS:			
- ISSUE CJIS/NCIC BOLO			
- NOTIFY ELIZABETH POLICE VIA HOTLINE			
- NOTIFY UNION COUNTY POLICE VIA HOTLINE			
- NOTIFY UNION COUNTY JAIL OF THE SITUATION			
- REQUEST UCERT/SWAT IF DEEMED NECESSARY			
- NOTIFY ALL SURROUNDING TOWNS IN UNION COUNTY			
- NOTIFY NEW JERSEY DEPARTMENT OF CORRECTIONS			
- NOTIFY NEW JERSEY STATE POLICE			
- NOTIFY THE UNDERSHERIFFS AND THE SHERIFF			

ESCAPE CHECKLIST

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[illegible]

ESCAPE CHECKLIST

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