

<b>YORK-POQUOSON SHERIFF'S OFFICE</b>	<b>GENERAL ORDERS</b>
<b>SUBJECT: Court Holding Areas</b>	<b>NUMBER: GO 2-39</b>
<b>EFFECTIVE DATE: May 15, 2019</b>	<b>REVIEW DATE: March 1, 2019</b>
<b>AMENDS/SUPERSEDES: GO 2-39, July 14, 2006</b>	<b>APPROVED:</b>  Sheriff
<b>VLEPSC: OPR 10.01, OPR.10.02</b>	

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11 **POLICY**

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13 It is the policy of the York-Poquoson Sheriff's Office to provide a secure and safe court holding

14 facility for those individuals awaiting court. These holding areas are located in the York-

15 Poquoson Courthouse. All personnel will receive training in the operation of court holding areas

16 prior to being assigned to those duties.

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18 **PURPOSE**

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20 The purpose of this General Order to establish procedures for the management, operation,

21 maintenance, and security of the court holding areas under the control of the sheriff's office.

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23 **PROCEDURE**

- 24
- 25 • Responsibilities
    - 26 ○ The Court Security/Civil Process Division Commander is responsible for the
    - 27 management, training, and operation of all holding areas within the courthouse.
    - 28 ○ The deputies assigned to Court Security shall, but are not limited to, carry out the
    - 29 following duties prior to the receiving and securing of prisoners in the court holding
    - 30 area:
      - 31 ▪ Inspecting for:
        - 32 ❖ Contraband,
        - 33 ❖ Health hazards, and
        - 34 ❖ Condition of security.
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      - 36 ▪ Documenting prisoner movement and unusual events occurring within the holding
      - 37 area.

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- Controlling the use of audio/visual equipment to protect the privacy of detained individuals.
  - Assuring that males, females, juveniles, special needs inmates and inmates requiring separation from other inmates are kept separate while in court holding facilities.
  - Reporting to a supervisor verbally followed up in writing any unsafe situations or unusual occurrences.
- Sanitation
    - Sanitary restroom facilities shall be provided for prisoners held in the courthouse prisoner holding area.
      - All prisoner holding cells shall be equipped with a toilet, wash basin, and drinking water.
        - ❖ Toilet paper and feminine hygiene products shall be provided upon request.
      - All prisoner holding cells shall be inspected by a deputy assigned to the courts at least twice daily to ensure that all prisoner holding cells are free of pests and vermin and restroom facilities are in proper working order.
        - ❖ At the beginning of the day prior to receiving inmates, and
        - ❖ At the end of the day after all inmates have left the Courthouse.
          - This inspection will be documented on the respective courtroom and prisoner holding facility log.
    - When inspections are done and there evidence that vermin and pest control are needed or the restroom facilities are in need of maintenance, the Court Security/Civil Process Division Commander or his designee shall initiate a request through York County General Service to schedule the appropriate service.
  - Fire Safety
    - Fire Prevention Practices and Procedures
      - Court Security deputies shall follow fire prevention practices and procedures.
      - The facility's automatic fire alarm, sprinklers, heat, and smoke detection system shall be inspected, at a minimum, annually by the York County Fire Marshal or his designee, and a written report provided to the Court Security/Civil Process Division Commander.
  - Fire Extinguisher Inspection
    - Fire extinguishers shall be routinely inspected by the York County Fire Marshall or his designee to ensure compliance with all applicable fire safety standards.
  - General Security
    - All weapons will be properly secured prior to entering the holding area or control room when inmates are present.
      - This restriction does not apply to OC foam or spay in its duty belt pouch carried by deputies.

- 84 ○ Deputies shall not enter holding cells by themselves during uprisings or fights.  
85 ○ Prisoners shall be verbally called out of the holding cells.  
86     ▪ In the event that a deputy must enter a holding cell, for a fight he or she shall first  
87     request and wait for sufficient backup unless circumstances dictate immediate  
88     action.  
89     ▪ Shields are available and may be utilized for subduing violent prisoners.  
90  
91 ○ Prior to moving prisoners in or out of holding cells, deputies shall obtain the attention  
92     of the control room deputy.  
93 ○ The control room deputy shall monitor holding cell activity via camera, radio and  
94     intercom systems.  
95 ○ All keys shall be kept away from the grasp of prisoners.  
96 ○ Deputies shall account for their keys upon leaving the lockup area.  
97 ○ Monitoring of prisoners in custody at the York-Poquoson courthouse shall continually  
98     be conducted visually and by video monitor.  
99     ▪ Monitoring of prisoners in areas where video and audio is unavailable shall occur  
100     at a minimum of every thirty (30) minutes.  
101         ❖ High risk, special needs and suicidal prisoners shall be monitored at least  
102         every fifteen (15) minutes.  
103  
104 ○ All prisoners shall be searched upon arrival at the Courthouse.  
105 ○ Persons remanded to the Sheriff or taken into custody at the courthouse shall be  
106     searched prior being placed in the prisoner holding cells.  
107 ○ All prisoners transported into the courthouse holding cells from the jail shall be  
108     restrained with:  
109     ▪ Leg restraints,  
110     ▪ Waist belt or chain, and  
111     ▪ Handcuffs.  
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113 ○ Prisoners in the holding cells shall remain in leg restraints.  
114 ○ Prisoners shall be placed in full restraints prior to being transported back to the  
115     regional jail.  
116 ○ All prisoner papers and records will be kept secure at all times while in the custody of  
117     members of the York-Poquoson Sheriff's Office.  
118 ○ All Prisoner's paperwork and records not in possession of the prisoner shall be placed  
119     in the control room.  
120 ○ Prisoner paperwork and records in the control room shall not be disclosed, read or  
121     removed by unauthorized personnel.  
122 ○ No deputy shall enter any prisoner holding area or cells while armed.  
123     ▪ All weapons shall be secured prior to entering the prisoner holding areas or cells.  
124         ❖ This restriction does not apply to OC foam or spay in its duty belt pouch  
125         carried by deputies.  
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127 ● Release of Prisoners

- 128           ○ Prisoners transported from any jail or prison for court, whose release is ordered by the  
129           court shall be returned to the respective jail or prison for release, unless otherwise  
130           ordered by the court.
- 131           ○ The release of inmate property, for prisoners transported to the courthouse by a jail  
132           facility or prison, shall be the responsibility of the jail facility or prison where the  
133           prisoner has been incarcerated.
- 134           ▪ Prisoners ordered released from custody by the court, shall be placed in full  
135           restraints prior to transport back to the jail or prison where they are to be released  
136           from.
- 137
- 138       • Medical Care
- 139       ○ Emergency Medical Assistance
- 140           ▪ All prisoners being held at the York-Poquoson courthouse shall be provided  
141           emergency medical assistance if required.
- 142           ❖ The court bailiff shall notify the control room of any medical emergencies  
143           involving prisoners in courtrooms, in remote holding cells, or being  
144           transported to or from court holding cells.
- 145           ❖ In all cases requiring emergency medical assistance, deputies working the  
146           control room shall:
- 147           ➤ Contact the 911 Emergency Communications Center to request EMS  
148           response, and
- 149           ➤ Notify a Court Security/Civil Process supervisor who shall respond to the  
150           prisoner's location.
- 151           ✓ In the event the prisoner refuses medical treatment, a copy of the  
152           medical treatment refusal form shall be obtained.
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- 154           ✓ If the prisoner is required to be transported to the hospital due to the  
155           medical condition, a York-Poquoson Sheriff's deputy shall be assigned  
156           to accompany and guard the prisoner.
- 157           ✓ The Court Security/Civil Process Division Commander or his designee  
158           shall immediately notify the jail or prison facility where the prisoner is  
159           being held the following information:
- 160           ✱ Name of the prisoner,
- 161           ✱ Medical facility the prisoner is being transported to, and
- 162           ✱ The nature of the medical emergency or injury.
- 163           ✱ Request the correctional facility responsible for the prisoner to  
164           have a guard respond to the medical facility and assume  
165           responsibility for the prisoner.
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- 167       ○ Non-Emergency Medical Assistance:
- 168           ▪ Prisoners in remote courtroom holding cells who require care for non-life  
169           threatening conditions shall be returned to the main prisoner holding cell area if  
170           possible.
- 171           ▪ The control room deputy shall notify a Supervisor of the situation.
- 172           ▪ The Supervisor shall determine whether the prisoner should be transported back  
173           the jail or prison they are being held at for medical treatment or to contact EMS.

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- Reporting
  - An incident report will be completed on all injuries sustained by a prisoner while being held in custody at the courthouse. The report shall be completed by:
    - The deputy who observed the injury occur, or
    - The deputy the injury was reported to, or
    - The deputy with custodial control over the prisoner.
  - If the prisoner is not being transported back to the jail or prison where they are being held or to a medical facility:
    - The supervisor shall document the medical complaint or injury in writing, and
    - Obtain a copy of any refusal of medical care, and
    - Provide a copy to the person from the jail or prison facility transporting the prisoner.
- Escapes From Custody
  - See [Courthouse Facility Security Plan](#).