



**CHEVY CHASE
VILLAGE
POLICE
DEPARTMENT**

Police Chief: John Fitzgerald

GENERAL ORDER: 5-32 MCP HOLDING FACILITIES

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DISTRIBUTION: Sworn Personnel

Montgomery County Police policy on use of their holding facilities by Chevy Chase Village Police Officers is attached.

I. POLICY

Chevy Chase Village Police Officers shall strictly adhere to Montgomery County Police (MCP) policies, and in particular, they shall adhere to Function Code 810, Department Temporary Detention Facilities (attached), when placing prisoners into MCP holding facilities. Village officers shall show their credentials and state the reason for holding the prisoner (e.g., warrant, statement of charges, etc.) prior to placing the prisoner in a department holding facility. MCP policy directs MCP officers to assist outside agency personnel (e.g. Village officers) who will then ensure that MCP policies are followed.

The on duty MCP supervisor will be notified and will then ensure that the appropriate prisoner welfare checks are made. Village officers are prohibited from leaving the MCP facility without coordinating with the on-duty supervisor. Village Officers will document in their report the name and ID of the MCP officer assisting them and the name and ID of the MCP on duty supervisor whom they notified.

II. PROCEDURES AT MCP HOLDING FACILITIES

- A. Although the majority of prisoners are taken to CPU, Village Officers bringing prisoners into a MCP holding facility will follow the procedures outlined in this General Order and the attached MCP written directive on the subject (Function Code 810, Department Temporary Detention Facilities)
- B. Upon arrival at the MCP facility with a prisoner, officers shall immediately notify the front desk/operations of their presence and the fact that they have a prisoner.
- C. Village Officers will document the reason for using an MCP detention facility along with the date and time in and out of the MCP holding facility in an incident report.
- D. Village officers are responsible for their detainees. Unless relieved by another sworn officer, Village officers must visually check their detainees at least once every 30 minutes and documenting the checks on the appropriate MCP form.

III. SECURITY CONCERNS IN MCP TEMPORARY DETENTION AREAS

- A. Village Police Officers will strictly adhere to MCP Function Code 810 as it relates to security.
- B. Among other things, officers must ensure a thorough search of the prisoner by a same-sex officer, they must secure weapons in the gun box provided by the facility, they must secure the processing area doors behind them prior to removing restraints from prisoners, and they must limit access to holding facilities only to those with a valid reason for entry.

This directive voids the previous version dated 10/26/2009.