

DIRECTIVE 71.3

DETAINEE PROCESSING AND CONTROL

Issue Date: 04/08/2025	By Order of Chief of Police
Rescinds: (Issue 05/20/2020)	CALEA Standards
Pages: 6	Referenced: 71.3.1; 71.3.2 & 71.3.3
	Review: March 2026

This directive consists of the following sections:

71.3.1 Procedures

71.3.2 Immovable Objects

71.3.3 Security in Designated Temporary Detention Processing and Testing Rooms/Areas

Addendum A – Juvenile Justice Reform Act of 2018 (JJRA) and ORC 2151.311)

POLICY AND PROCEDURE:

The purpose of detainee control is for the processing or testing of detainees who are going to be held at the police department building for a short period of time and before booking them into the appropriate detention facility.

71.3.1 Procedures

Detainee holding is for the processing or testing of prisoners who are going to be held at the police department building for a short period of time and before booking them into the appropriate detention facility. Daily police operations are often unpredictable, and it is necessary to designate locations to be utilized. Officers shall always keep their detainees under continual supervision and control.

The Miami Township Police Department does not operate any temporary holding facilities, temporary detention rooms or any incarceration facilities. All detainees requiring incarceration are transported to the Clermont County Jail or the Clermont County Juvenile Detention Facility.

Officers of the Department do transport and hold detainees for arrest and processing purposes for short periods of time at the Miami Township Police Department. This is done only for the purposes of identification, arrest or warrant processing, interview and interrogation, or OVI testing. These tasks are carried out in the detainee processing/testing area or the interview rooms of the police department. These areas are not temporary holding areas and detainees may be kept on station only as long as necessary to complete detainee processing and/or testing. In no event shall a detainee be

kept in the Miami Township Police Department for processing and/or testing longer than the actual amount of time required to do so.

The arresting officer is responsible for the processing, searching and temporary detention of the detainee while inside the Department. The searching of the detainee shall be conducted as outlined in Directive 70.1.1. The arresting officer also has the primary responsibility of keeping their detainee under constant visual and physical supervision and control, unless relieved by another officer and/or supervisor. Detainees are to never be left alone within a locked area and must be under constant supervision and control throughout the Department. Adult males and females will be separated by sight, sound, and gender. Additionally, juveniles will be separated from adults by sight and sound (for a more in-depth guidelines of The Juvenile Justice Reform Act of 2018 (JJRA) and ORC 2151.311, see **ADDENDUM A**). Officers shall never secure a detainee to any furniture or fixture of any type. Detainees may be handcuffed while they are being processed prior to release and/or transportation to the approved detention facility. The shift supervisor shall also bear responsibility for ensuring that detainees are supervised and processed according to this directive.

All detainees will be signed in by the detaining officer on the Detainee Processing and Testing Log located in the processing area. All officers will document on their report the reason the detainee was transported to the police station.

In the event the actions or behavior of a detainee poses a danger to him/her, other personnel or poses an escape risk, the detainee will be immediately transported to the appropriate detention facility for all arrest processing.

71.3.2 Immovable Objects

No officer shall secure a detainee to any furniture or fixture of any type.

71.3.3 Security in Designated Temporary Detention Processing and Testing Rooms/Areas

Officers of the Department do transport and hold detainees for arrest and processing purposes for short periods of time at the Miami Township Police Department. This is done only for the purposes of identification, arrest or warrant processing, interview and interrogation, or OVI testing. These tasks are carried out in the detainee processing/testing area or the interview room(s) of the police department. These areas are not temporary holding areas and detainees may be kept on station only as long as necessary to complete detainee processing and/or testing. In no event shall a detainee be kept in the Miami Township Police Department for processing and/or testing longer than the actual amount of time required to do so.

Authorized Access

The detainee processing/testing area and the interview rooms are restricted to Department personnel only.

Constant Supervision

No person shall be detained or held for any period of time in any room, space or area for the purpose of processing or testing, unless they are, at all times, under the continuous control or supervision of Department personnel. The arresting officer has the primary responsibility of keeping their detainee under constant visual and physical supervision and control, unless relieved by another officer and/or supervisor. Detainees are to never be left alone and must be under constant supervision and control in any area of the building.

Audio and Video Devices

The detainee processing/testing area and interview rooms are equipped with audio/video equipment. Officers also have body worn cameras on their person. Officers may utilize the video recording screen, in detainee processing area, to maintain visual contact with detainee in between the face-to-face visual observation.

Face-to-Face Visual Observation

A face-to-face visual observation of detainee shall occur at least every thirty minutes, at a minimum.

Weapons Control

As a safety measure, gun lockers are located in the processing/testing area so that officers may secure their firearms before they enter this area. Officers are not required to secure their weapons; however, if an officer believes that the situation requires it; weapons can be secured in a gun locker.

Panic or Duress Alarms

All personnel processing detainees shall be equipped with a two-way radio. Notification shall be made to Clermont County Department of Public Safety, advising them of the officers' status that they are processing/testing a detainee. In the event of an emergency requiring immediate assistance, the officer will make an officer needs assistance request to the Clermont County Department of Public Safety.

Escape Prevention

Officers must take precautions to prevent the escape of anyone being processed or tested. Detainees are to never be left alone and must be under constant supervision and control. The detainee processing/testing area and the interview rooms of the police department are secure areas within the Miami Township Police Department.

Addendum A – Juvenile Justice Reform Act of 2018 and ORC 2151.311

The Juvenile Justice Reform Act of 2018 (JJRA) is a federal mandate that provides guidelines for the detention of juveniles and specifies what is secured and non-secured detention/holding:

1. Detain – to hold, keep or restrain a person such that he is not free to leave, or such that a reasonable person would believe that he is not free to leave, except that a juvenile held by law enforcement solely for the purpose of returning him to his parent or guardian or pending transfer to the custody of child welfare or social service agency is not detained.
2. Delinquent – a juvenile who violates any law that would be an offense if committed by an adult.
3. Status offender – a juvenile who is charged with or has committed an offense that would not be criminal if committed by an adult.
4. Non-offender – a juvenile who is neglected, abused, dependent, or has mental health needs.
5. The six-hour rule:
 - a. An accused delinquent could be detained for up to a total of 6 hours for the purposes of processing or release, while waiting transfer to a juvenile facility, or during which period they make a court appearance.
 - b. Any holding of juveniles should be limited to the absolute minimum time necessary to complete these purposes, not to exceed six hours.
 - c. Does not apply to status offenders and non-offenders.
 - d. Begins as soon as the juvenile is placed in secure custody and cannot be stopped and restarted to extend the time period.
 - e. Sight and sound separation from adult offenders must be maintained at all times.
6. Juvenile Holding Log:
 - a. Used to document any time a juvenile enters the facility in the officer's custody for processing purposes.
 - b. Should document name, date of birth, sex, race, most serious offense, date in/out, time in/out, whether held secure or non-secure, and who they were released to.

Ohio has applied the JJRA and made it more strict within the Revised Code (2151.311):

1. A person taking a child into custody may hold the child for processing purposes in a county, multicounty, or municipal jail or workhouse, or other place where an adult convicted of crime, under arrest, or charged with a crime is held for either of the following periods of time:
 - a. For a period not to exceed six hours, if all of the following apply:
 - (1) The child is alleged to be a delinquent child for the commission of an act that would be a felony if committed by an adult.
 - (2) The child remains beyond the range of touch of all adult detainees.
 - (3) The child is visually supervised by personnel at all times during the detention.
 - (4) The child is not handcuffed or otherwise physically secured to a stationary object during the detention
 - b. For a period not to exceed three hours, if all of the following apply:
 - (1) The child is alleged to be a delinquent child for the commission of an act that would be a misdemeanor if committed by an adult, is alleged to be a delinquent child for violating a court order regarding the child's adjudication as an unruly child for being a habitual truant, or is alleged to be an unruly child or a juvenile traffic offender.
 - (2) The child remains beyond the range of touch of all adult detainees.
 - (3) The child is visually supervised by jail or workhouse personnel at all times during the detention.
 - (4) The child is not handcuffed or otherwise physically secured to a stationary object during the detention
2. Processing purposes for this section means:
 - a. Fingerprinting and/or photographing the child in a secure area of the facility.
 - b. Interrogating the child, contacting the child's parent or guardian, arranging for placement of the child, or arranging for transfer or transferring the child, while holding the child in a non-secure area of the facility.

3. After processing, the person taking the child into custody shall:
 - a. Release the child to the child's parents, guardian, or other custodian, unless the conditions are unsafe.
 - b. Bring the child to the court or deliver the child to a place of detention or shelter care designated by the court and promptly inform the parent, guardian/custodian, and the court of the reason for taking the child into custody.