A. Policy

It is the policy of the Lakewood Police Department that members are responsible for the welfare of persons in their custody and control. Interview rooms will be used in a humane and responsible manner that promote the purposes of law enforcement while guarding the constitutional rights and safety of all citizens within the department’s custody or control.

B. Procedure

1. An interview room is defined as a room specifically designed and intended to be used for the custodial or non-custodial interview, interrogation, or testing of persons suspected of being involved in criminal activity (CVSA), or persons victimized by or witnessing criminal activity.

2. Interview rooms are located in Patrol and the Investigations Division. Both areas are located in a secured area of the police department. Restrooms and water fountains are conveniently located within the secured areas of the facility and will be made available upon request.

3. Personnel who use the interview rooms should recognize the relative isolation they may find themselves in and the fact that cooperative subjects can turn combative. Officer safety should not be compromised.

   a. Weapon lockers are available for agent use. Uniform and non-uniform Agents should secure all weapons prior to entering an interview room. (Weapons shall be secured when entering the Holding Facility.)

   b. A search of the interview room for any weapons, contraband and or dangerous conditions should be conducted immediately before and after the interview.

   c. Personnel conducting an interview or interrogation of a person who is in custody must conduct a thorough search of the person prior to entering an interview room.

   d. Investigations’ interview rooms are equipped with panic alarms for emergency situations. Investigators should keep their portable radio with them, or conduct the interview with another Investigator present.

   e. Interviews in the Investigative interview rooms should be conducted with two agents/detectives, with both in the room with the subject or with one observing from the control room.

   f. While conducting interviews in the Patrol area, Agents shall keep their portable radio with them in the event they need to call for assistance.

4. The interviewing agent controls access to the interview room and is responsible for the proper identification of persons authorized in the room. Any person, other than agency members, allowed access to the interview room might be subject to a “frisk” or “pat-down” at the Agent’s discretion. The number of persons...
permitted in the interview room during an interview or interrogation should be limited to the suspect or witness, and not more than two Agents/Interviewers. In addition:

a. If the suspect is a juvenile, parents may be allowed to be present (19-2-511) unless the parent or guardian expressly waives the right to be present (19-2-511(5));

b. Juveniles will not be held in the same interview room with any adult suspect;

c. Males and females should be kept separated unless they are under observation via video or one way mirrors;

d. Family members, clergy or others may be allowed at the agent’s discretion; and,

e. Attorneys will be permitted access when the person requests one.

5. To minimize distraction, the rooms will be simply furnished with enough chairs for participants. Interview rooms will have only those items necessary to conduct the interview and to provide for the safety and/or comfort of both the agents and the person(s) being interviewed.

6. Audio-visual equipment is available for recording interviews in the Investigations Division. Only members who are properly trained in its use may use such equipment in accordance with Section 8022 of the Department Manual.

4830 MENTAL HEALTH EMERGENCY SERVICES

A. Policy

Department Policy is to provide an effective response to situations involving subjects who are suspected and/or verifiably mentally ill, in order to avoid violence and potential civil litigation and to provide an opportunity for proper medical attention.

B. Procedures

a. Recognizing Abnormal Behavior

Mental Illness

A substantial disorder of the cognitive, volitional or emotional processes that grossly impairs judgment, or capacity to recognize reality or to control behavior. Mental retardation by itself does not make a person mentally ill. (CRS 27-10-102 (7))

Gravely Disabled

A condition in which a person as a result of mental illness is in danger of serious physical harm due to his/her inability or failure to provide him/herself the essential human needs of food, clothing, shelter and medical care; or

Lacks judgment in the management of his/her resources and in the conduct of his/her social relations to the extent that his/her health or safety is significantly endangered and lacks the capacity to understand that is so. (CRS 27-10-102 (5a, I, II))
Agents should attempt to recognize behavior that is indicative of mental illness and that is potentially dangerous to self and others. Agents should not rule out other causes of abnormal behavior such as reactions to drugs, alcohol, temporary emotional disturbances or a medical disease. Agents should evaluate the following symptomatic behaviors in the total context of the situation when determining a subject's mental state and the need for intervention absent of the commission of a crime.

General signs/symptoms that may signal mental illness exists (The following are examples and not all inclusive):

1. Degree of Reactions:
   Mentally ill persons may show signs of strong and unrelenting fear of persons, places or things. For example, the fear of people or crowds may make the person reclusive or aggressive without apparent provocation.

2. Appropriateness of Behavior:
   A person may act extremely inappropriate for a given situation. For example, a motorist who vents frustration in a traffic jam by physically attacking another motorist may be mentally ill.

3. Extreme Rigidity or Inflexibility:
   Mentally ill persons may be easily frustrated in new or unforeseen circumstances and may exhibit inappropriate or aggressive behavior.

4. Other Specific Behaviors:
   a. Abnormal memory loss such as name, address or phone number.
   b. Delusions of Grandeur or Paranoia.
   c. Hallucinations of any of the five senses; e.g. hearing voices, feeling one's skin crawl.
   d. Belief that the person is suffering from extraordinary physical illness that is not possible, such as their heart has stopped beating.
   e. Extreme fright or depression.

b. Assessing Danger

Not all mentally ill persons are dangerous. Mentally ill persons may be dangerous under certain circumstances. As with any situation where there is any level of uncertainty personal safety is the agent’s first priority. Indicators may exist to assist the agent in determining if an apparent mentally ill person represents an immediate or potential danger to him/herself, officers or others. Indicators include but are not limited to the following:

1. Weapons and their availability to the subject.
2. Substantiated statements (direct threats or subtle innuendo) that the person is prepared to commit a violent act.
3. A history of prior violence under similar circumstances.
4. The failure to commit a violent act prior to the agent’s arrival does not guarantee that such an act will not occur.
5. Lack of physical control the subject demonstrates over his/her emotions of rage, anger, fright and agitation characterized by the following examples:
   a. Inability to sit still, to communicate effectively, rambling thoughts and speech.
b. Wide eyes, clutching one's self or objects to maintain control.
c. Begging to be left alone.
d. Frantic assurances that he/she is all right.

c. Actions

1. Mentally ill persons may be detained and taken into protective custody and transported to an appropriate medical/mental health facility for purposes of mental evaluation when:

a. The subject appears to be an imminent danger to him/herself or others;

b. The subject appears to be gravely disabled;

c. Acting at the direction of a qualified and licensed mental health professional as defined in section 12-38-103 (11) C.R.S.

2. Mentally disturbed persons who are intoxicated by alcohol may be taken into protective custody (CRS 25.1.310) and transported to the detox center or hospital emergency room. The detox center supervisor or emergency room staff shall be notified of the intoxicated person's condition.

3. Mentally disturbed persons who are under the influence of drugs may be taken into protective custody and transported to the appropriate hospital emergency room or other facility designated as a mental health care center. As with intoxicated persons, the agent shall advise the treatment unit supervisor of the circumstances surrounding the custody.

4. If the subject is uncooperative or violent; he may be taken under restraint by ambulance to the appropriate medical/mental health care facility for an evaluation.

5. In cases where a subject has been taken into protective custody and transported by an agent, a custody report or an emergency mental illness (M-1) report shall be required.

6. Due to specialized training in the area of mental health, Crisis Intervention Team agents (C.I.T.) should respond, when operationally practical, to assist with calls for service, as well as interview and interrogations involving a crisis where mental illness is believed to be a factor or where a subject in crisis represents a danger to him/herself or others.

   * See Department Manual 9607 for further information on the purpose and role of the Crisis Intervention Team (C.I. T.).

7. Once it has been deemed necessary to take a subject into protective custody, the person may be transported to an area hospital, a Jefferson County Mental Heath care facility or an appropriate mental health facility that can provide for the needs of the subject.

8. If the subject has committed a crime, the Agent should take appropriate action (citation or arrest). Depending on the consumer's symptoms, he/she may be interviewed and/or interrogation regarding the crime.

C. Rule
Training on "Responding to persons with Mental Illness" will be conducted and documented with entry-level personnel. Refresher training in responding to persons with mental illness will be conducted and documented at a minimum of every three years.

4840 HOLDING CELLS SUPERVISION

B. Procedure

1. The Patrol Division Commander shall be responsible for the operation of the holding cell facilities at police headquarters and Mills. An administrative review of temporary detention areas and procedures at least once every three years, shall be the responsibility of the Division Commander or his designee.

2. The Patrol Support Coordinator shall conduct weekly, documented inspections of the holding cell facility. Mills inspection responsibility will be the West Sector Commander or his designee. Inspections will ensure that:

   a. All locks; doors, and other security devices are operational.

   b. No potential weapons or contraband have been left in the cells.

   c. The cells are clean and sanitary, and free of vermin. Any evidence of vermin and pests shall be reported to the Building Maintenance and corrective action shall be initiated immediately.

   d. The first aid kit is well stocked.

   e. Fire equipment is in place.

   f. Written emergency evacuation plans are posted.

3. Sector Commanders or a designee shall check the holding cells at the beginning and end of their respective tour of duty, note on the Sector Commander's log the number of prisoners in cells at the beginning and end of their watch, and ensure that their relief is advised of this information.

4. The Sector Commanders shall physically inspect the prisoner work area and the holding cells at the beginning of their shift and again at the conclusion of their shift. They shall visually check the security and cleanliness of the area, and note if any persons are being held. Any concerns or discrepancies shall be noted on the Sector Commander's log and forwarded to the Patrol Support Coordinator.

5. The Patrol Division Equipment Maintenance Specialist shall replenish supplies in the holding cell first aid kit weekly. Replenishment of supplies at Mills will be the responsibility of the West Sector Commander.

6. Fire prevention practices and procedures:

   a. Audible fire alarms shall be responded to by supervisors ensuring that all personnel exit the building via signed exit doors.
b. Supervisors shall check restrooms to ensure nobody is left in them.

c. Sworn personnel shall be responsible to escort prisoners from the holding cells outside via the nearest exit doors away from any hazard. (The emergency door switch in the Sector Commander’s office will expedite the opening of cell doors.)

d. In the event of fire alarm activated at the Municipal Center, the desk agent will contact the Communications Center and request that West Metro Fire respond. The Sector Commander shall ensure the fire department is responding to the alarm.

7. The Patrol Support Coordinator shall be responsible for documenting an annual test of fire equipment. This inspection shall be completed by City of Lakewood Building Maintenance. At least monthly, the Patrol Support Coordinator shall document a test of the automatic fire detection devices and alarm system. At Mills, the fire detection devices will be inspected by the Mills Security.

8. Maintenance personnel who are required to perform work within the holding facility shall maintain strict accountability of their tools. Following any maintenance work being performed in the holding facility, the Sector Commander or the Patrol Support Coordinator shall inspect the facility to ensure tools and debris have been removed.

C. Rule

1. Documentation of inspections and testing of holding cell equipment shall be maintained on file for a period of 3 years.