



Eric Hawkins  
Chief of Police

**ALBANY, NEW YORK**  
**POLICE DEPARTMENT**  
165 HENRY JOHNSON BOULEVARD  
ALBANY, NEW YORK 12210



1789

**CENTRAL BOOKING: SECURITY**  
**GENERAL ORDER 5.2.10**

<b>Issue Date:</b> January 17, 2019	<b>Effective Date:</b> March 1998
<b>Revision Date:</b> January 15, 2015	<b>CALEA:</b> 72.4.1 - 72.4.9, 72.4.11, 73.5.12 - 73.5.19, 73.5.21
<b>Volume 5:</b> Arrests	<b>Chapter 2:</b> Central Booking
<b>Distribution:</b> Sworn, CB, Court & Communications Personnel	<b>NYSLEAP:</b> N/A
<b>Issuing Authority:</b> Chief Eric Hawkins	<b>Page:</b> 1 of 7

**PURPOSE:** The purpose of this policy is to establish safety and security procedures for all personnel and prisoners while in Central Booking.

**POLICY:** It is the policy of the Albany Police Department to maintain a safe and secure environment for its personnel and prisoners.

**I. HOLDING FACILITY**

A. The Central Booking Holding Facility is a dual purpose facility that accommodates new arrests and City Court related commitments.

**II. SECURING FIREARMS/BATONS/O.C. SPRAY/CHEMICAL AGENTS**

A. All department personnel, as well as all other law enforcement personnel, are prohibited from carrying any type of firearm in Central Booking. This policy shall be strictly enforced, except for when the act of stopping to secure a firearm would delay the immediate response to a panic alarm or other emergency situation in Central Booking.

B. Prior to entering Central Booking, all department personnel and any other law enforcement personnel shall secure their firearm, baton, and O.C. spray [REDACTED]

1. [REDACTED]
2. [REDACTED]
3. [REDACTED]
4. [REDACTED]

C. Authorized Conducted Energy Weapons are allowed in Central Booking, but shall remain holstered, unless in use, and shall be used in accordance with current directives.

D. When securing or removing a firearm, all department personnel and any other

law enforcement personnel shall exercise care so as to not cause an accidental discharge. They shall also ensure that no detainee or other non-law enforcement personnel are close enough to attempt to take the weapon.

- E. Chemical agents such as CS or CN gas are not to be brought into or used within the cellblock area unless authorized by a Supervisor and only during an emergency where all other restraint methods and efforts to subdue have proven ineffective. Chemical agents shall only be handled and deployed by properly trained personnel.

### **III. USE OF FORCE IN CENTRAL BOOKING/CELL BLOCK**

- A. Incidents involving corrective action where no danger, to safety, property or life exists, shall be handled in such a manner as to attract as little attention as possible.
- B. In all cases where the use of force is required, the minimum amount of force necessary shall be used in order to gain compliance or control of a situation (NYS Penal Law Article 35). This department does not authorize the use of carotid control neck restraint (chokehold) or any other choke types.
- C. Handcuffs, transport belts, leg irons and flex cuffs are the only restraint devices that are authorized for use in order to restrain, secure and restrict movements of prisoners.
- D. Personnel shall refer to General Order 1.3.00 – Use of Force: Less-Lethal Weapons and General Order 1.3.05 – Use of Force: Lethal Weapons for further information on use of force policies and procedures.

### **IV. ENTERING OCCUPIED CELLS**

- A. In the event of an emergency, or a confrontational or aggressive prisoner, personnel may enter an occupied cell with a minimum of [REDACTED] employees present.
- B. It is preferred that a supervisor also be present when personnel enter an occupied cell of a confrontational or aggressive prisoner.
  - 1. Due to the exigency that sometimes may exist, this practice may not always be feasible, but shall be practiced in instances where practical.

### **V. KEY CONTROL**

- A. Keys for the male cell block and the prisoner property room, shall be in the possession of the [REDACTED]
  - 1. The [REDACTED] may temporarily turn over the male cell block keys and/or the prisoner property room keys to the [REDACTED] for the purposes of lodging a prisoner or securing a prisoner's property.

- a. When said tasks are complete, [REDACTED] shall immediately return all keys to the [REDACTED]
2. The [REDACTED] may also temporarily turn the prisoner property room key over to the [REDACTED] for the purposes of [REDACTED] retrieving property to be returned to a released prisoner or for prisoner property to be turned over to the custody of the Albany County Sheriff's Office or other law enforcement agency.
  - a. When said tasks are complete, [REDACTED] shall immediately return all keys to the [REDACTED]

B. Keys for the female cell block shall be in the possession of the [REDACTED] or [REDACTED] in charge of the female cell block area.

1. In circumstances, where there is no [REDACTED] in charge of the female cell block, the keys to said area shall be in the possession of the [REDACTED]
- C. Keys for the temporary evidence room shall be in the possession of the [REDACTED] at all times. The Central Booking sergeant shall escort all officers and detectives to the temporary evidence room when securing evidence.
- D. Keys that control the doors leading to the City Court ramp from the cell block shall be in the possession of [REDACTED] City Court, the [REDACTED], and the [REDACTED]

## VI. CENTRAL BOOKING DOOR SECURITY

- A. All doors in Central Booking shall remain closed and locked at all times, unless they are being utilized for ingress/egress.

## VII. SECURITY CHECKS

- A. At the beginning of each tour, the Central Booking sergeant and the Central Booking clerk shall check all areas for weapons, contraband, and any other unsafe or unsanitary conditions.
  1. This inspection shall include checking the cell bars, cell locks, cell vents, cell lights, cell benches, windows, doors, cameras, plumbing, and any other security devices for operational wear and prisoner tampering. This includes all areas that prisoners are held, including occupied and unoccupied cells.
    - a. If deficiencies are discovered, the findings shall be immediately reported to the supervisor.
    - b. The Central Booking supervisor shall be responsible for completing an IDC to the Chief of Police and/or an Albany Police Department Building Maintenance Repair Form, APD Form [REDACTED] shown on page 6 of this order.
    - c. The Central Booking clerk shall be responsible for making an entry

in the Central Booking Log Book.

d. The equipment shall be taken out of service and shall be repaired or replaced immediately.

## **VIII. WEEKLY DOCUMENTED SECURITY INSPECTIONS**

A. The Central Booking lieutenant or his/her designee shall conduct a weekly documented inspection of the entire Central Booking area for weapons and contraband.

1. This inspection shall include checking the cell bars, cell locks, cell vents, cell lights, cell benches, windows, doors, cameras, plumbing, and any other security devices for operational wear and prisoner tampering. This includes all areas that prisoner are held, including occupied and unoccupied cells.
2. This weekly inspection shall be documented the Albany Police Department Lockup Inspection Form, APD Form [REDACTED] shown on page 7 of this order.
3. A binder with completed forms shall be maintained in the Central Booking lieutenant's office.

B. If deficiencies in equipment or furnishings are discovered they shall also be documented on an IDC to the Chief of Police.

1. The equipment shall be taken out of service and shall be repaired or replaced immediately.

## **IX. TOOLS AND CULINARY EQUIPMENT**

A. Prisoners inside Central Booking shall not have any access to eating utensils or tools. Any food that is given to prisoners shall consist of food that can be eaten without utensils, such as sandwiches.

B. Prisoners shall only have access to a pen or other type of writing device on a temporary basis and only for the purpose of signing Central Booking paperwork. After the necessary signatures have been obtained, any writing device that has been given to a prisoner must be taken away immediately.

C. Personnel and/or outside contractors that need access to Central Booking in order to perform maintenance/repairs shall be monitored at all times to ensure that there is no unnecessary contact with prisoners.

1. A visual inspection of the area shall be conducted before and after any contractor leaves Central Booking to ensure that tools are not unattended and/or left behind.

## **X. PANIC ALARMS**

A. In the event of an emergency, personnel shall utilize a portable radio to alert Communications of an emergency situation by activating the portables emergency button.

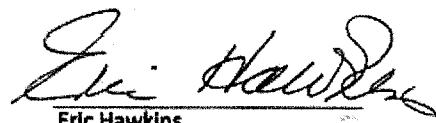
1. Sworn personnel shall carry their issued portable radio on them at all times while in Central Booking.
2. A portable radio and charger shall be assigned to the [REDACTED]. These portable radios are designated for use by Central Booking personnel only and shall not be removed from Central Booking.
3. When Communications personnel receive an emergency button alert from an officer located in Central Booking or from Central Booking personnel via one of the assigned portables, the following procedures shall be followed:
  - a. Communications personnel shall immediately notify the South Station desk officer.
  - b. The desk officer shall then check the welfare of personnel within Central Booking and immediately notify the Central Booking sergeant.
  - c. Communications personnel shall dispatch a unit to report to Central Booking and assist the desk officer.
  - d. Once the emergency is over, or it is determined that no emergency was present, the Central Booking sergeant shall notify Communications personnel of the outcome and the portables emergency button shall be reset.

B. The Central Booking area shall also be equipped with a closed circuit TV system that shall be programmed to monitor designated areas of Central Booking.

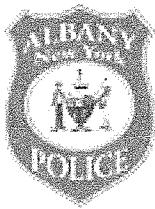
1. Cameras shall be placed in areas that provide privacy for prisoners when removing clothing.

## **XI. REPORTING THREATS TO CENTRAL BOOKING**

- A. Any incident that threatens the security of a prisoner or the security of Central Booking shall immediately be reported to a supervisor and documented on either a Standardized Incident Report or Investigation Report.



Eric Hawkins  
Chief of Police



ALBANY POLICE DEPARTMENT  
BUILDING MAINTENANCE REPAIR AND/OR  
RENOVATION REQUEST FORM

Email to Facilities Supervisor Marc Trudeau at [mtrudeau@albany-ny.org](mailto:mtrudeau@albany-ny.org)

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Person Requesting Repair: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Type of Request:  
(Please check one)

Emergency     Urgent     Routine

Electrical     Carpentry     Plumbing     Painting     Other \_\_\_\_\_

Location: \_\_\_\_\_

Details of Repairs and/or Renovations:

\_\_\_\_\_

Reviewed By: \_\_\_\_\_  
(For HQ Use Only)

APD #463 Revised 12/01/10

**ALBANY POLICE DEPARTMENT**  
**WEEKLY LOCKUP INSPECTION FORM**

Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Inspecting Officer (Print): \_\_\_\_\_

Daily: Inspect fire/smoke detection devices and fire extinguishers to ensure they are free from obstructions. Inspect overall cleanliness. Personnel completing the daily inspection shall place their PIN in the space next to the corresponding day for which they completed the inspection.

MON \_\_\_\_\_ TUES \_\_\_\_\_ WED \_\_\_\_\_ THURS \_\_\_\_\_ FRI \_\_\_\_\_ SAT \_\_\_\_\_ SUN \_\_\_\_\_

**I. AREAS INSPECTED FOR OPERATIONAL CONDITION:**

(Check Appropriate Space) (If Unacceptable, explain)

Cell Bars	<input type="checkbox"/>	Acceptable	<input type="checkbox"/>	Unacceptable	_____
Cell Locks	<input type="checkbox"/>	Acceptable	<input type="checkbox"/>	Unacceptable	_____
Cell Vents	<input type="checkbox"/>	Acceptable	<input type="checkbox"/>	Unacceptable	_____
Cell Lights	<input type="checkbox"/>	Acceptable	<input type="checkbox"/>	Unacceptable	_____
Cell Benches	<input type="checkbox"/>	Acceptable	<input type="checkbox"/>	Unacceptable	_____
Windows	<input type="checkbox"/>	Acceptable	<input type="checkbox"/>	Unacceptable	_____
Doors	<input type="checkbox"/>	Acceptable	<input type="checkbox"/>	Unacceptable	_____
Cameras	<input type="checkbox"/>	Acceptable	<input type="checkbox"/>	Unacceptable	_____
Plumbing	<input type="checkbox"/>	Acceptable	<input type="checkbox"/>	Unacceptable	_____
Emergency	<input type="checkbox"/>	Acceptable	<input type="checkbox"/>	Unacceptable	_____
Button (portables)	<input type="checkbox"/>	Acceptable	<input type="checkbox"/>	Unacceptable	_____

**II. FIRE SUPPRESSION:**

Fire Extinguisher(s) Available and Charged \_\_\_\_\_ YES \_\_\_\_\_ NO  
Working Fire/Smoke Detectors \_\_\_\_\_ YES \_\_\_\_\_ NO

**III. MISCELLANEOUS EQUIPMENT AND SUPPLIES:**

Personal Hygiene Items Adequately Stocked	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Blankets Clean and Available	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Evidence of Vermin or Pests Present	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Contraband or Weapons Discovered	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Defibrillator Available and Charged	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
CPR Pocket Mask	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
First Aid Kit Available and Stocked	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO

ADDITIONAL COMMENTS: \_\_\_\_\_

Inspecting Officer Signature / Date

Supervisor Signature / Date

APD#352 (1/14)