



MYRTLE BEACH POLICE DEPARTMENT

ADMINISTRATIVE REGULATIONS AND OPERATING PROCEDURES

Subject: Holding Facility Safety & Security

Number: 312-A

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Rescinds:	S-101 – Detention	Dated:	07-20-2015
	S-124 – Detention Weapon Control		07-20-2015
	S-152 – Sanitation and Cleaning		07-20-2015
	S-122 – Detention Log Reports		07-20-2015
	S-103 – Group Arrest		07-20-2015
	S-129 – Use of Restraints		07-20-2015
	S-102 – Hostages		07-20-2015
	S-105 – Power Failure		07-20-2015
	S-106 – Natural Disasters		07-20-2015
	S-107 – Inmate Population Report		07-20-2015
	S-150 – Bedding & Linen		07-20-2015
	S-161 – Video Court		07-20-2015

Approved By:

I. PURPOSE

To establish guidelines for the management and administration of this agency's inmate detention facility, including security, control, and care of inmates housed therein.

II. POLICY

The Department will maintain a safe and clean detention facility and will meet all minimum standards required by federal, state, and local laws, codes, and regulations.

III. DEFINITIONS

- A. Inmate: Any person in the custody of this department, regardless of adjudication status.

- B. Detention Facility: A short-term (length of time not to exceed 48 hours) confinement area for persons under arrest or awaiting a decision to release or transfer to another secure facility.

IV. PROCEDURE

- A. Access to the detention facility is restricted to Essential and Non-Essential Personnel who have a valid reason to conduct business within the facility.
 - 1. Essential Personnel are defined as
 - a. Personnel directly involved in the operation of the facility;
 - b. Personnel who are certified, sworn, law enforcement officers;
 - c. Medical personnel summoned to care for a person(s) in the facility;
 - d. Custodial staff responsible for cleaning and sanitizing the facility.
 - 2. Non-Essential Personnel are defined as personnel, other than sworn officers, who are not directly involved in the operation of the detention facility.
 - a. All non-essential personnel must check in with the detention supervisor before entering the facility.
 - b. Should the need arise for non-essential personnel to enter the facility, they must be escorted by a detention officer.
 - i. The escorting personnel will complete a thorough inventory of all types and numbers of tools that are carried into the detention facility by maintenance personnel before and after entering and leaving the detention area.
 - ii. No civilian personnel, contractors, workers, or any other non-essential personnel are allowed to communicate in any manner with those being detained.

- iii. In the event of an emergency within the detention facility, non-essential personnel will not be allowed to enter.
- iv. When non-essential personnel are admitted into the detention area, all inmates' constitutional rights to privacy will be honored.

3. Weapons

- a. Firearms and knives will not be allowed in the detention area at any time, regardless of the presence or absence of inmates.
 - i. EXCEPTION: When the supervisor in charge determines that exigent circumstances exist, the supervisor may authorize firearms to be taken into the facility.
- b. All firearms, knives, and other unauthorized weapons carried by officers who are entering the facility will be stored within a secure gun box or other secure area. These "secure" areas will be located outside the detention facility at the sally port or other designated location(s). All weapons are presumed to be unauthorized unless specifically identified by the on-duty detention facility supervisor as authorized.

4. Security and Control

- a. The detention facility supervisor shall be responsible for the security of the facility.
- b. At the start of every shift, the Head-Jailer shall inspect the following:
 - i. Security Key Accountability
 - ii. All locking mechanisms
 - iii. Audio and Video equipment
 - iv. Fire Extinguishers
 - v. Fire Alarm Boxes

- vi. Fire Exit Doors
 - vii. Fire Exit Signs
 - viii. Fire Escape Equipment
 - ix. Smoke Detectors & Sprinkler Heads
 - x. Alarm Panels
 - xi. Flammable or Combustible Materials
 - xii. Flashlights
 - xiii. First Aid Supplies
 - xiv. Protective Equipment (glasses, gloves, etc.)
 - xv. Battery Check of Tasers
 - xvi. Accountability of belts and shackles
 - xvii. Any Safety Issues
 - xviii. Any other items or activity that may be added by a supervisor.
- c. The Detention Supervisor will conduct and document a security inspection, including searching for weapons and contraband, at least weekly.
- d. Audio and video monitoring devices are employed for security and safety purposes. They shall not be used for monitoring inmate conversations with clergy, mental health or medical personnel, or attorneys.
- e. All keys or other means of access to cells and related security control points shall be strictly controlled and used only in accordance with established procedures. The Head Jailer is responsible for inventorying all keys at the beginning and end of shift.
- f. A minimum of two officers will escort an inmate(s) whenever they are moved from one place to another within the detention facility.

- g. Doors to vacant or unoccupied cells shall be locked at all times.
- h. Unoccupied cells shall be searched for weapons or contraband before placing an inmate in the cell.
- i. Entering occupied cells:
 - i. Officer(s) will not enter an occupied cell alone unless life-saving measures are required.
 - ii. If an emergency that requires immediate admission to a cell occurs, the officer(s) involved will immediately sound an alarm. All available personnel will immediately respond to render assistance.
 - iii. Before officers enter an occupied cell to extract an uncooperative inmate, they will develop an extraction plan and ensure they have sufficient manpower to control the situation.
- j. Monitoring Detainees of Opposite Sex:
 - i. Members of the department are prohibited from visiting the cells in which prisoners of the opposite sex are confined, except to perform necessary tasks related to law enforcement or prisoner detention.
 - ii. In such cases, a second employee will witness the visit, either in person or via a video monitor.
- k. Periods of overcapacity shall be documented by the holding facility supervisor, to include the reasons for overcapacity, the time that the overcapacity lasted, as well as the actions taken to return to compliance.

5. Jail Checks

- a. The Head Jailer shall initiate a Jail Check Log at the beginning of each shift. The log should include an inmate head count separated by males and females, and it should indicate the number of inmates in each cell. The count must correspond with the JMS system's current population.
- b. The Head Jailer is responsible for completing an inmate population count at least every eight hours. The count and

time completed will be documented on the Jail Check Log.

- c. It is the responsibility of the Head Jailer to ensure a jail check is completed and documented at least every 30 minutes in the adult section of the facility. Jail checks must be completed and documented at least every 15 minutes whenever a fire alarm system is inoperative. Additional checks of inmates who are experiencing a mental health crisis, indicating suicidal tendencies, are secured in a restraining device, or as required by a supervisor or designee for any other reason, must be completed and documented at least every 15 minutes.
- d. A separate Jail Check Log will be initiated whenever a juvenile is detained in the upstairs juvenile area, and jail checks will be completed and documented at least every 15 minutes while a juvenile is present.
- e. Detention Officers conducting the jail checks will pay close attention to the condition of the inmate, the cell, and the security locks.
- f. The Head Jailer is responsible for completing jail checks within the prescribed time limits. Missed or late jail checks must be reported to the Detention Supervisor as soon as they are discovered. The specific reason for the missed or late check will be noted on the Jail Check Log by the supervisor. The Detention Supervisor will notify the Detention Lieutenant.
- g. The Detention Supervisor is responsible for reviewing and signing the Jail Check Log at the end of the shift to verify that all checks were completed within the prescribed timeframes.

6. Use of Restraints –

- a. See MBPD Procedure 321.
- b. Inmates shall not be restrained by securing them to a fixed object.

B. Fire prevention and suppression:

- 1. The agency chief executive or other designated official, to facilitate appropriate response to fire emergencies and other natural disasters, such as floods, tornadoes, and earthquakes, shall

approve and have posted an evacuation plan, in accordance with local or state standards.

2. The detention area will be equipped with an automatic fire alarm with heat and smoke detection that is approved in writing by state or local fire officials. The system may include:
 - a. Fire alarm boxes
 - b. Fire exit doors
 - c. Fire exit signs
 - d. Smoke and/or heat detectors
 - e. Sprinkler heads
 - f. Alarm panels
3. The following fire equipment will be available for use in the detention facility:
 - a. Fire extinguishers
 - b. Fire escape masks
4. The facility will be equipped with an overhead sprinkler system, which shall be recessed and tamper-proof.
5. Testing and Inspections
 - a. The SC State Fire Marshall, and/or a representative from the City's Fire Marshall will conduct an annual fire inspection as required by SCDC standards.
 - b. The Head Jailer will conduct a daily visual inspection of the fire equipment.
 - c. No less than once a month, the Detention Supervisor will test the automatic fire detection devices and fire alarm systems to ensure proper operation.
 - d. The sprinkler system will receive an annual inspection from a licensed company.
 - e. All inspections and testing will be documented.

C. Power Failure

1. In the event of a power failure and generator failure, the facility shall immediately establish emergency security and increase supervision for the protection of inmates and prevent possible escape attempts.
2. Officers may access flashlights located behind the booking counter.
3. All inmates shall be secured in cells, and an inmate count shall be completed and logged.
4. Jail checks should be completed and logged every 15 minutes by teams of two officers.
5. An announcement should be made on the radio by the Watch Commander or designee that no additional inmates will be accepted, and any incoming arrestees should be diverted to another facility.
6. The Detention Supervisor or designee shall contact Santee Cooper and the city electrician to obtain an estimate of the time for the restoration of power. If the estimate to restore power exceeds four hours, the Detention Lieutenant or designee may initiate evacuation procedures.

D. Facility Evacuation

1. In the event the MBPD Detention Facility is temporarily closed due to an emergency (i.e., Fire, Power Failure, Natural Disaster, etc.), the Detention Lieutenant or designee will arrange for inmates to be evacuated to another local facility. If a local facility is not available, the Chief of Police or designee will contact the South Carolina Department of Corrections to request an assignment to a facility outside the danger area.
2. The Watch Commander or designee has the authority to evaluate each inmate's charges and may release them on a courtesy summons if appropriate.
3. All remaining inmates and their property will be transported to the assigned temporary facility and will be picked up when the MBPD facility reopens.

4. Patrol and Detention supervisors will coordinate appropriate manpower to ensure the transfers are completed safely and efficiently.

E. Sanitation and Maintenance:

1. It will be the responsibility of the detention shift Supervisor and/or designee to ensure that the cleaning company adheres to the following cleaning schedule each day:
 - a. Clean cells to include mattresses, metal beds, sinks, toilets, and sweeping and mopping of floors with proper sanitizing solutions;
 - b. Sweep and mop the floors of the remaining detention area
 - c. Place toilet tissue in cells
 - d. Empty trash cans/replace trash liners
 - e. Clean showers with hot water and sanitizing solutions, appropriate for showers
 - f. Wipe counters and desks
 - g. Clean windows and windowsills
 - h. Clean upper-level detention area using cleaning procedures for lower level (Spot check only unless a juvenile has been detained in the area)
 - i. NOTE: The detention staff will complete these tasks on days when the cleaning company is not working.
2. Weekly Cleaning Tasks to be completed by the cleaning company:
 - a. Clean cell walls and facility doors with proper sanitizing solutions;
 - b. Clean and sanitize holding tank cells, which include benches, sinks, and toilets with proper sanitizing solutions;
 - c. Sanitize all mattresses in use; mattresses not in use will be sanitized before being placed back into storage

- d. Clean sally port, i.e., empty trash cans, pick up debris, trash, dirt, etc.
 - e. Wipe down all bars in cells with proper sanitizing solutions
- 3. Sanitizing solutions to be used include disinfectants, detergents, antibacterials, and non-toxic chemicals. Solutions should be mixed according to the manufacturer's directions.
- 4. The Detention Supervisor or designee will inspect all fixtures. A maintenance ticket will be forwarded to the city's Building Maintenance Division when fixtures are in need of repair or replacement.

F. Feeding Inmates

- 1. The Detention Supervisor shall ensure that all inmates are provided with sufficient food at appropriate intervals during their detention. A meal will be offered to inmates held more than six (6) hours.
- 2. A nutritionist, or other qualified professional, will approve meal menus for inmates based on SC DOC guidelines.
- 3. Reasonable accommodation shall be made whenever possible to meet special diet requirements when prescribed by a physician or to meet religious restrictions.
- 4. Any culinary equipment brought into the facility shall be recorded in and out through the head jailer.
- 5. Non-essential personnel or visitors shall not bring food or beverages into the facility.

G. Inmate Escape

- 1. Any officer with reason to believe an inmate escape has, is, or will be occurring shall sound the alarm using any reasonable method available (ex. shouting, using the intercom, radio, etc.).
- 2. Inmate escapes shall be reported immediately to the Watch Commander, or designee, and the agency's communications center. Inmates who were mistakenly released are considered escapees if they fail to turn themselves in within a reasonable time.
- 3. After an escape has been reported, the detention facility shall be locked down, all inmates shall be secured in a cell and accounted

for, and all security doors and devices shall be inspected to ensure proper functioning.

4. The identity, description, charges, and method of escape shall be relayed to all duty personnel and adjoining jurisdictions as quickly as possible.
5. The Watch Commander shall coordinate:
 - a. intelligence gathering;
 - b. chain of command notification;
 - c. obtaining escape warrant(s);
 - d. public notification through the public information officer;
 - e. search procedures among agency personnel and other law enforcement authorities.
6. OPS shall initiate an investigation of the circumstances surrounding the escape. The Support Services Captain shall submit a full report and recommendations to the Assistant Chief.

H. Threats to the Facility or any Person

1. All incidents that endanger the lives or physical welfare of any person, or that threaten the security of the facility, shall be documented on a Use of Force Report, Incident Report, or Special Report.
2. Reportable incidents include, but are not limited to:
 - a. Death;
 - b. Suicide, including attempts;
 - c. Escape, including attempts;
 - d. Fire;
 - e. Riot;
 - f. Hostage-taking;
 - g. Assault on any person;

- h. Sexual Assault;
- i. Injury to any person;
- j. Serious Infectious Disease within the facility; or
- k. Any other incident or condition that threatens the security of the facility or any person therein.

- 3. OPS shall initiate an investigation when requested by the chain of command.

I. Taking of Hostages in the Facility

- 1. Any officer with reason to believe that a hostage has been taken will sound the alarm (i.e., shouting, radio transmission, activating the emergency button on the radio, intercom, etc.)
- 2. The Detention Supervisor or designee shall immediately notify the Watch Commander and the Detention Lieutenant.
- 3. The officers on the scene should immediately isolate the area to restrict the movement of the abductor(s), to prevent other inmates from joining, and to prevent the abductor from leaving the area.
- 4. Emergency security may be established by placing all other inmates in secure confinement outside the affected area and locking all security doors.
- 5. The Incident Command System shall be initiated, and the Incident Commander may utilize the protocols found in MBPD 284 – Active Attack Response.
- 6. If a member of this department becomes a hostage, he or she loses all authority of rank until the situation is resolved.
- 7. As soon as practical, inmates not affected by the hostage taking may be transported to another facility and may be returned after the situation has been resolved.

J. Mass/Group Arrests

- 1. Upon notification of a group or mass arrest having taken place, the duty Detention Supervisor or designee shall immediately establish

emergency security. All inmates will be secured in the appropriate holding cells.

2. The Detention Supervisor and/or Lieutenant will begin to call off-duty detention personnel to duty as needed.
3. Arrestees entering this facility shall be searched as per policy before being placed in an established holding cell. Handcuffs shall be removed before placing them in the cell. Note: At no time, regardless of an influx of inmates, may an inmate be left unattended in a cell while restrained with handcuffs.
4. The arresting or transporting officer(s) shall remain present until all pertinent information and/or paperwork has been given to and acknowledged by the Detention Officer in charge. The arresting or transporting officer(s) may then return to their assigned duties.
5. Arrestees are to be moved from the established holding cell and processed as manpower permits.
6. Upon completion of the booking procedures and a class II search, the inmates will be placed in an appropriate classified cell.
7. If the inmate population exceeds this facility's capacity, the Detention Supervisor shall collaborate with the Watch Commander. The Watch Commander may temporarily close the detention facility and divert incoming arrestees to J. Reuben Long Detention Center. The Watch Commander will assess the severity of each inmate's charges and provide courtesies when appropriate to free space in the detention facility.

K. Internal Alarms/Communications Systems. The following systems are in operation:

1. An intercom or phone system through which on-duty personnel can hear unusual noises or requests for help or assistance.
2. The booking area is equipped with a closed-circuit TV system that monitors specified areas of the facility.
3. Portable radios are located in the booking area and designated for use by personnel. Radios provide direct communication with other detention officers as well as the communication center.

L. Video Arraignments will be utilized whenever possible to enhance security by limiting the movement of inmates in and out of the facility.

1. In preparation for video arraignments, officers will:
 - a. Meet with inmates to explain procedures for Video Arraignments.
 - b. Ensure that all inmates who have agreed to Video Arraignment have signed the Video Consent Form, and all General Sessions inmates have completed the Indigency Application. Once the forms are completed, they will be faxed or hand-delivered to the court.
 - c. All inmates who do not agree to the Video Arraignment will be taken before the Judge, in person, immediately following completion of the Video Arraignment.
 - d. Detention personnel are responsible for giving the booking cards to the Clerk of Court, in the order of court proceedings.
2. The Detention Officers will bring a group of no more than ten defendants into the Video Room. There will be a minimum of two officers inside the video room while hearings are in progress.
3. The notification system will alert when Video Court is in session. A Detention Officer will activate the monitor and greet the judge on the video equipment. The judge will give directions on the proceeding.
4. After the hearings are completed for everyone in the group, the officers will return the inmates to their cells. The Detention Officers will then bring in the next group of inmates if needed.
5. After the hearing, all court and department-mandated paperwork (bonds, commitments, fines, etc.) will be faxed or hand-delivered to the court/detention facility.
6. During special events or mass arrests, arrangements may be made with the Clerk of Court to have the proceedings take place in front of the judge, within the large courtroom.