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POLICE DEPARTMENT
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1789

CENTRAL BOOKING:
PHYSICAL PLANT, SAFETY, AND SANITATION
GENERAL ORDER NO: 5.2.05

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PURPOSE: The purpose of this policy is to establish procedures for the maintenance, safety, and sanitation of Central Booking.

POLICY: It is the policy of the Albany Police Department to maintain a safe and clean holding facility that meets all minimum standards as established by federal, state, and local laws and regulations.

I. HOLDING FACILITY

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

II. PHYSICAL PLANT

A. The Albany Police Department Central Booking Holding Facility shall provide the following minimum conditions for detainees:

1. Adequate lighting, as required by the City Code;
2. Circulation of fresh air, in accordance with Albany County Department of Health standards;
3. Access to a toilet and drinking water;
4. Access to a wash basin for prisoners held in excess of eight (8) hours; and
5. A composite bunk for prisoners held in excess of eight (8) hours.
6. Access to a clean blanket which will be provided depending on the condition of the prisoner and the temperature of the cellblock area. Blankets shall not be routinely left in the cells and shall be disposed of after each use;
7. Access to soap, paper towels, toilet paper and paper cups (if no integral drinking fountain is available). These supplies are not to be routinely left in the cells; and
8. Access to tampons and sanitary napkins for female prisoners. These items shall be stored, dispensed and disposed of in a sanitary manner.

B. Daily the Central Booking supervisor shall conduct a documented visual

cleanliness inspection of the Central Booking Holding Facility.

1. The inspection shall be documented on an Albany Police Department Weekly Lockup Inspection Form, APD Form [REDACTED] shown on page 5 of this order.

III. SANITATION/INSPECTION

A. The Central Booking Lieutenant, or his/her designee, shall be responsible for conducting a weekly documented inspection of the Central Booking area for vermin and pests, and when necessary shall utilize pest control professionals to address the matter.

1. The inspection shall be documented on an Albany Police Department Weekly Lockup Inspection Form, APD Form [REDACTED] shown on page 5 of this order.
2. A binder with completed forms shall be maintained in the Central Booking lieutenant's office.

IV. FIRE PREVENTION PRACTICES AND PROCEDURES

A. Central Booking, including the male and female cell areas, shall be equipped with working fire, heat, and smoke detectors.

B. All fire extinguishers shall be easily accessible to Central Booking personnel, but isolated from detainees to prevent tampering. All Central Booking personnel shall become familiar with the fire equipment, its location, and operation.

C. Visual inspections of fire equipment for tampering and damage shall be performed daily by Central Booking personnel daily and documented by the Central Booking Lieutenant or his/her designee.

1. The daily and weekly visual inspection shall be documented on an Albany Police Department Weekly Lockup Inspection Form, APD Form [REDACTED] shown on page 4 of this order.
2. If damage is located, an IDC or an Albany Police Department Building Repair Form, APD Form [REDACTED] shown on page 6 of this order, shall be completed; requesting repair and/or replacement.
3. A binder with completed forms shall be maintained in the Central Booking lieutenant's office.

D. Semi-annually, the fire inspector shall check all fire and fire detection equipment for proper operation, which shall be properly documented.

E. A documented testing of the fire, heat, and smoke detectors shall be conducted, as required by local fire code.

V. FIRST AID KIT

A. A first aid kit shall be maintained and stored in the booking room of Central Booking.


- B. The first aid kit shall be inspected and documented weekly by the Central Booking lieutenant or his/her designee, on the Albany Police Department Weekly Lockup Inspection Form, APD Form [REDACTED] shown on page 5 of this order.
- C. A binder with completed forms shall be maintained in the Central Booking Lieutenants office.
- D. The Central Booking lieutenant, or his/her designee, shall be responsible for requesting replacements to replenish supplies for the first aid kit.

VI. EVACUATION PLAN

- A. An evacuation, either partial or total, shall be undertaken only when absolutely necessary.
- B. Prior to evacuating any prisoners, and regardless of the size of the fire, the fire must be reported without delay. After the necessary notifications have been made, the following shall apply:
 - 1. If the fire is in the rear of the cell blocks:
 - a. All persons shall exit out the front of the cell block and proceed through the booking area to the wagon garage bay.
 - b. If this area is inaccessible, all persons shall proceed out of the cell block and into the South Station squad room.
 - c. Upon arriving in the garage or the squad room, each prisoner shall be secured to a transport chain (O-Ring chain).
 - 2. If the fire is located in the front of the cell blocks:
 - a. All persons shall exit through the rear by utilizing the ramp to the courtroom.
 - b. Personnel shall proceed into Courtroom #1 where the prisoners shall be secured to a transport chain.
 - 3. In the event of an external evacuation, prisoners shall be taken out in groups while secured to a transport chain.
 - 4. Once the cell block has been evacuated and secured, a head count shall be taken. Personnel shall immediately report any discrepancy with the head count to a supervisor.
 - 5. Personnel shall remain in the area of evacuation with the prisoners until further instructions from a supervisor are obtained.
- C. Under no circumstances shall an elevator be used for evacuation.
- D. Emergency evacuation plans, as shown on page 7 of this order, and emergency exit signs shall be posted in Central Booking.

VII. CONSTRUCTION AND RENOVATION

- A.** In accordance with NYS Correction Law Section 45 Subdivision 10, any plans and specifications for the construction or renovation of detention facilities must be submitted for review to the NYS Commission of Correction.
- B.** Approval must be obtained by the NYS Commission of Correction prior to any construction or renovation project being advertised for bids. If no bidding procedure is contemplated, then approval must be obtained before any construction or renovation is undertaken.
- C.** A booklet which contains outline data and general requirements to be observed in the construction and renovation of city, town and village detention facilities is available and will be provided on request to the commission office at Albany.


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**ALBANY POLICE DEPARTMENT
WEEKLY LOCKUP INSPECTION FORM**

Date: _____

Time: _____

Inspecting Officer (Print): _____

I. AREAS INSPECTED FOR OPERATIONAL CONDITION:

(Check Appropriate Space)		(If Unacceptable, explain)	
Call Bars	<input type="checkbox"/> Acceptable <input type="checkbox"/> Unacceptable	_____	_____
Call Locks	<input type="checkbox"/> Acceptable <input type="checkbox"/> Unacceptable	_____	_____
Call Vents	<input type="checkbox"/> Acceptable <input type="checkbox"/> Unacceptable	_____	_____
Call Lights	<input type="checkbox"/> Acceptable <input type="checkbox"/> Unacceptable	_____	_____
Call 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	_____	_____

II. FIRE SUPPRESSION:

	(Check Appropriate Space)
Fire Extinguisher(s) Available and Charged	<input type="checkbox"/> YES <input type="checkbox"/> NO
Working Fire/Smoke Detectors	<input type="checkbox"/> YES <input type="checkbox"/> NO

III. MISCELLANEOUS EQUIPMENT AND SUPPLIES:

	(Check Appropriate Space)
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)



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

Email to Facilities Supervisor Marc Trudeau at mtrudeau@albany-ny.org

Date: _____ Time: _____

Person Requesting Repair: _____

Contact Phone Number: _____

Type of Request: Emergency Urgent Routine
(Please check one)

Electrical Carpentry Plumbing Painting Other _____

Location: _____

Details of Repairs and/or Renovations:

Reviewed By: _____
(For HQ Use Only)

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