

# St. Joseph, Missouri Police Department



DIRECTIVE TYPE: <b>GENERAL ORDER</b>		INDEX NUMBER: <b>GO0112</b>
SUBJECT: <b>City Detention Fire Safety</b>		
ISSUE DATE: <b>February 16, 2001</b>	REVISED: <b>7/21/06, 1/24/2020</b>	AMENDS/RESCINDS: <b>No Previous</b>
REVISIONS CONTINUED:		DISTRIBUTION: <b>B, C (2, 3, 7)</b>

## I. Policy:

The St. Joseph Police Department is committed to providing a safe environment for all staff and prisoners located in the Booking Area, including plans for fire safety. City prisoners are housed within the Booking Area of the Law Enforcement Center, which is co-located with and operated as part of the Buchanan County Jail. The Correctional Division of the Buchanan County Sheriff Department is responsible for jail operations, including overall fire suppression/safety system maintenance. The Police Department maintains responsibility for its staff, and for ensuring City employees comply with jail-operations procedures directed by the Buchanan County Sheriff or his designee, as well as the procedures of the St. Joseph Police Department.

## II. Procedure:

### A. Fire Evacuation:

1. A written fire evacuation plan will be accessible and maintained at the Booking Desk. All Booking Desk personnel are required to be familiar with the same.
2. All fire exits shall be appropriately marked and kept unobstructed.
3. In the event of a fire in the holding cell or booking area, the first priority is the preservation of life. Members shall notify the Communication Center, Street Supervisor, and Booking Desk Supervisor. An ambulance will be requested to "stand-by" in case of injuries. Field officers will be requested to assist with guarding the prisoners while they are outside. Members of the Highway Patrol may also be contacted for assistance, if necessary.
4. Prisoners will be evacuated through the "Sally Port" to the outside garage area, depending on the severity of the fire.
5. The Municipal Court Judge will be contacted in the event the detention facility is not usable due to a fire. Prisoners held on City charges will be released with a summons or approval of the Municipal Judge.

**B. Fire Equipment:**

1. A fire extinguisher will be located at the Booking Desk and booking personnel will be required to be familiar with its location and operation.
2. Fire equipment will have a documented visual inspection weekly.

**C. Automatic Fire/Heat Alarm System:**

1. An automatic fire alarm system is installed in the detention facility. It monitors each cell and the detention facility for signs of fire, smoke, and heat.
2. Any fire suppression or detection equipment found to be defective shall be documented in writing and reported to the Booking Desk Supervisor for immediate repair.
3. Fire suppression/detection equipment will be visually inspected daily, and a documented visual inspection done weekly.

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Chris Connally, Chief of Police

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Date