

The Providence County Sheriff's Office has taken over the responsibility for the detention facility located in the Providence Family Court building. In the future, the following procedures will be adhered to:

- The committing squad will be responsible for delivering adults and juveniles from the institutions to the detention facility. The sheriffs will receive the prisoners, search them, log the cases, and lock the prisoners in separate cells. The sheriffs will send a copy of the log to the Family Court Deputy Administrator or his designee.
- If a juvenile or adult is brought to the detention facility on an emergency basis, the sheriffs will search the prisoner, log the case, and lock the prisoner in a separate cell. The Deputy Administrator or his designee will be notified of the detention.
- Only authorized persons will be allowed to enter the detention facility. Attorneys of record for adults and juveniles must sign a log indicating attorney's name, client's name, time of arrival, and time of departure. Court appointed Guardians Ad Litem will be subject to the same procedure. Social workers will be permitted within the detention facility upon verbal order of the court transmitted to the detention facility by courtroom sheriffs. Only for exceptional reasons will a parent or relative be allowed in the detention area; again this must be court ordered. Social workers and parents/relatives will be asked to sign the aforementioned log and present an identification upon request of the sheriff.
- With exception of the committing squad, all persons entering the detention facility are subject to a search by a sheriff.
- With the exception of the committing squad, all persons carrying weapons into the detention area must deposit same with the sheriff upon request.
- Persons entering the facility must deposit their briefcases, purses, and other personal belongings with a sheriff.
- Prisoners will be brought from the detention facility to the courtroom by the courtroom sheriffs. Whenever a person is ordered by the court to be detained, the courtroom sheriffs will bring the prisoner to the detention facility.
- Prisoners will be given a hot meal which will be delivered to the detention facility by the sheriffs.
- Prisoners will be allowed normal use of the toilet facilities.

- Appropriate court documents, i.e. detention and remand papers, will be prepared by the juvenile clerks office and sent to the sheriffs in the detention facility.
- The sheriffs will notify the committing squad when juveniles or adults are to be brought to the institutions.

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CHIEF JUDGE

11-22-77