

Policy 2600 - Safety and Emergency Procedures

2600 - Flammable, Toxic and Caustic Materials

2600.0 - Safety and Emergency Procedures

- a) Flammable, toxic and caustic materials will be stored in compliance with applicable laws governing the Jail Operations facilities.
- b) Employees responsible for handling any flammable, toxic or caustic materials shall be aware of the hazards listed on the labels and use appropriate safety precautions.
- c) Ordering, receiving, warehousing and disposal of flammable, toxic and caustic materials will be the responsibility of the Warehouse staff.
- d) Jail Operations Correctional Services Technicians (CST) will be responsible for obtaining these materials from the warehouse. The CST's will keep the facility area storage rooms supplied with the materials as needed.
- e) Flammable, toxic and caustic materials will be stored in locked areas inaccessible to inmates. Inmates may only have access to and use these materials under direct supervision of jail staff.
- f) Accidental spills of toxic chemicals or HMC soap must be cleaned up immediately. Remove all ignition sources from the area and apply absorbent to the spill area. (See Material Safety Data Sheet, form OSHA-20, on file in the laundry and the Fire, Life and Safety office for complete details.)
- g) Combustible materials will not be stored in plumbing chases. Clothing, paper products, wood and flammable liquids must be stored only in the designated storage rooms.
- h) Spills of diesel fuel, paint thinner, varnish, and paint must be cleaned up immediately. Remove all ignition sources from the area and apply absorbent to the spill area.
- i) Improper exposure to any chemicals will be treated immediately according to the instructions on the product label. Staff and inmates will immediately report to the medical staff for emergency treatment. A report shall be written on each such improper exposure where there is a possibility of injury or damage.

2600.1 - Control of Flammable, Toxic and Caustic Materials

- a) Flammable, toxic and caustic materials will be stored in compliance with applicable laws governing the Jail Operations facilities.
- b) Employees responsible for handling any flammable, toxic or caustic materials shall be aware of the hazards listed on the labels and use appropriate safety precautions.
- c) Ordering, receiving, warehousing and disposal of flammable, toxic and caustic materials will be the responsibility of the Warehouse staff.
- d) Jail Operations Correctional Services Technicians (CST) will be responsible for obtaining these materials from the warehouse. The CST's will keep the facility area storage rooms supplied with the materials as needed.
- e) Flammable, toxic and caustic materials will be stored in locked areas inaccessible to inmates. Inmates may only have access to and use these materials under direct supervision of jail staff.
- f) Accidental spills of toxic chemicals or HMC soap must be cleaned up immediately. Remove all ignition sources from the area and apply absorbent to the spill area.
 - 1. See Material Safety Data Sheet, form OSHA-20, on file in the Senior CST offices at the IRC, CMJ and CWJ, Fire/Life/Safety office and CMJ basement laundry room for complete details.
- g) Combustible materials will not be stored in plumbing chases. Clothing, paper products, wood and flammable liquids must be stored only in the designated storage rooms.
- h) Spills of diesel fuel, paint thinner, varnish, and paint must be cleaned up immediately. Remove all ignition sources from the area and apply absorbent to the spill area.
- i) Improper exposure to any chemicals will be treated immediately according to the instructions on the product label. Staff and inmates will immediately report to the medical staff for emergency treatment. A report shall be written on each such improper exposure where there is a possibility of injury or damage.

2602 - Fire Safety and Evacuation Procedures

Intake Release Center Evacuation Procedure - see 3016 IRC Evacuation Procedure

Central Men's Jail Evacuation Procedure - see 4013 CMJ Evacuation Procedure

Central Women's Jail Evacuation Procedure - see 5014 CWJ Evacuation procedure

Theo Lacy Evacuation Procedure - see 7052 Lacy Evacuation Procedure

2602.1 - Fire Prevention

- a) Fire prevention will be the responsibility of all Custody Operations employees.
- b) Fire hazards such as altered electrical outlets, overloaded electrical units, expended or unserviceable firefighting equipment and improper trash storage will be immediately corrected.
- c) Fire hazards such as paper stuffed in air returns or air supply ducts, and excess accumulations of clothing and paper materials in cells will be corrected upon discovery.
- d) Housing and inmate accessible area searches for contraband will be conducted. Excess clothing and paper materials will be removed from the cells and storage rooms to reduce fire hazard potential as well as for property control.
- e) Training for employees who work in Custody Operations will include fire safety training in formal classes as follows:
 1. Basic Academy
 - i. Fire conditions
 2. Basic Jail Academy
 - i. Causes of Fires
 - ii. Types of Fires
 - iii. Poisons and Smoke
 - iv. Fires in Institutions
 3. Basic Jail/Adult Institutions
 - i. Emergency Evacuation Procedure
 - ii. Smoke Venting
- f) Periodic shift briefings will include fire prevention information.

2602.2 - Fire Safety Inspections

- a) The staff of Theo Lacy and the CJX facilities will conduct monthly fire-safety inspections; members of the local fire department will conduct annual fire safety inspections.
 1. Each facility's Fire/Life Safety Deputy will conduct monthly inspections of all fire safety equipment (e.g., fire extinguishers and Scott Air Packs). The Fire/Life Safety Deputy will ensure that all equipment is in working order and properly serviced or replaced. These inspections will be documented on monthly inspection records and maintained in the Fire/Life/Safety Deputy's office.
 2. Designated members of the local fire department will conduct annual fire safety inspections of each facility. A report of each inspection will be delivered to the Division Commander. The Division Commander will address any deficiency noted in the report. A written response from the Division Commander to the fire department will explain any corrective measures taken to alleviate reported deficiencies.

2602.3 - Authority/Responsibility during a Fire

- a) Authority and responsibility during a fire will be vested in the Watch Commander for decisions affecting the facility.
- b) Upon arrival of the local fire agency, the fire officer in charge will be delegated sufficient authority to perform his functions without breaching security. Fire Department personnel will be under the supervision of the fire officer in command. Jail personnel will be under the supervision of the Watch Commander.

2602.4 - General Information for Employees

- a) Evacuation Plan Booklets have been distributed to each work station.
- b) Practice fire drill evacuations are scheduled periodically. Sergeants and Deputies will conduct fire drills to meet SAFE requirements.

1. Any fire drill conducted in an HCA area will include HCA staff as well as OCSD staff.
 2. The fire drills will be documented with a JI number.
- c) Automatic fire doors and curtains will not be blocked or tied open. Doors may be opened, but will then be closed immediately.
 - d) All employees will be instructed on the use, types and location of firefighting equipment in the building. They are responsible to know the location and function of equipment stationed in their assigned work area(s).
 - e) As with all emergency situations, no employee will enter an occupied cell alone during a fire.
 - f) Fire hoses will be used as necessary to extinguish fires.
 - g) Fire incidents will be documented in Jail Incident Reports. Copies of the reports will be sent to the local fire agency as required.
 - h) Activation of any smoke or sprinkler alarm in any facility requires immediate verification. The summoning of the local fire department emergency vehicles to the facility shall only be done at the Watch Commander's direction.
 - i) Specifications for the selection and purchase of furnishings must indicate acceptable requirements for fire and safety performances of materials prior to purchase by Research and Development's Asset Procurement office.
 - j) There are designated exit routes throughout the facility to permit the prompt evacuation of inmates, visitors and staff members in an emergency (See Evacuation Routes).
 - k) All fire exit doors will be clearly marked, kept clear of obstructions and tested monthly for proper opening.
 - l) All stairwells will be checked once per shift in accordance with established facility procedure.
 - m) The travel distances of all evacuation routes have been approved by the State Fire Marshal and are in compliance with code requirements.
 - n) Combustible materials will not be stored in any room not specifically designated as a storage room.

2602.5 - Discovering a Fire In Progress

- a) Discovering a fire in progress in the facility will require immediate, positive action on the part of the employee.
- b) No fire will be left to burn itself out. The employee must extinguish small fires, if possible.
- c) Large fires and fires in occupied housing locations will be first reported to Main Control before attempting to extinguish the fire or enter the area.
- d) The Deputy will immediately move the inmates from the affected area to another secure location and make immediate notification to a sergeant. Implementation of evacuation procedures will be at the Watch Commander's direction.
- e) Main Control, or any other guard station receiving a fire/smoke alarm signal, will immediately contact a Prowler Deputy.
- f) The nearest deputy will inspect his/her entire area of responsibility for fire or smoke.
- g) The Main Control Deputy/SSO, at the direction of the Watch Commander, will coordinate the arrival of the local fire agency in to the facility.
- h) The Main Control Deputy may need to quickly notify other county agency buildings in the immediate area.
- i) The supervising Sergeant will send a deputy to meet the arriving fire equipment and direct the firemen to the affected area and Main Control.
- j) ██████████ Deputies will prepare the ██████████ for distribution at the Sergeant's direction.
- k) Main Control Deputies will log all times when notifications were made.

2602.6 - Use of Self Contained Breathing Apparatus (SCBA)

- a) Every Jail Operations facility will have SCBA equipment located in each Module and each Guard Station.
- b) The SCBA is intended to provide complete self-contained breathing protection in uninhabitable atmospheres, either contaminated or oxygen deficient, as would be encountered in a jail fire.
- c) Deputies will be trained in the use of SCBA equipment. All smoke resulting from fires in the facility will be considered dangerous to health. SCBA will be used to enter an area involved with fire and/or smoke.
- d) See facility specific appendix for Scott Air Pack storage locations.

2602.7 - Fire Hoses and Extinguishers

- a) Every employee will be responsible to know the location and operation of the hoses and extinguishers in their work area.
- b) Fire extinguishers are classified on their label identifying the contents and general usage. All employees will be trained in their use and location in each facility.
- c) Hoses may only be used as necessary to extinguish a fire. Two deputies will be present when the hose is used to ensure control of the hose and doors. (Note: Fire hoses that emit water will not be used on electrical fires).

2602.8 – Elevators

- a) Whenever a pull box is activated, use of facility elevators will cease. Elevators will not be used unless all other means of exit cannot be utilized.

2604 - Earthquake Procedures

Earthquakes producing damage will result in all staff providing security and survival needs in an expedient and efficient manner to fellow staff, visitors and the inmate population.

2604.1 – General

- a) In preparation for the effects of an earthquake all Correctional Services Technician (CST), Sheriff's Special Officer (SSO) and deputy personnel will be instructed in First Aid and earthquake survival techniques.
- b) Staff is instructed to remain at their assigned work stations until relieved. Widespread damage to the community will require the facility to be self-sufficient for a period of days.

2604.2 - During an Earthquake

- a) During an actual earthquake, staff will attempt to secure all inmates. Staff will direct inmates to return to their housing locations to seek immediate protective refuge at their immediate location.
- b) Staff will instruct inmates to move away from glass windows and into doorways or under structural supports during the earthquake.

2604.3 - Following An Earthquake

- a) Following an earthquake, on duty staff will be required to perform certain duties at the facility.
- b) Staff will remain at their assigned duty stations and retain control over inmates in their assigned area.
- c) An immediate assessment of damage and injuries must be made by each staff member.
- d) Reports of injury and damage will be given to Main Control as soon as possible. Reports must be accurate and thorough in order to determine the extent of outside assistance to be requested and where to assign internal assistance.
- e) The Watch Commander will establish the Main Control Guard Station as the Facility Emergency Operations Center. An alternate site may be designated as required.
- f) Lifesaving first aid will be performed by staff members as required. Other injuries will be prioritized for treatment by the Medical Staff as time permits.
- g) When all communication is disrupted, the area supervisors will designate employees as "runners." Internal message transmissions may be conducted by memos as required.
- h) Evacuation procedures will be followed at the direction of the Watch Commander if necessary.
- i) The Watch Commander will assess the following:
 1. Damage reports.
 2. Evacuation plans.
 3. Facility habitation.
 4. Continuation of inmate services.
 - i. Medical and First Aid services will be prioritized.
 - ii. Food services will be reassessed with consideration being given to the ability of the kitchens to provide meal service.

2604.4 - Custody Staff Functions

- a) Sworn staff will continue to provide for the safety and security of the inmates and staff.

- b) Non-sworn staff will assist as directed by the area sergeant.

2604.5 - Staff Relief

- a) Each staff member shall remain in their assigned duty station until relieved or directed to leave by the area sergeant.
- b) When all inmates have been returned to safe custody, serious injuries treated and facility hazards eliminated, the Watch Commander will establish a relief schedule for on duty staff.

2604.6 - Toilet and Waste Elimination

- a) A specific area in each controlled housing area, or in holding cell areas, will be designated by the area sergeant for toilet or waste disposal.
- b) Any functioning toilets will be designated for use by as many inmates and staff as possible.
- c) Toilet drainage must not be into another area of confinement used by staff or inmates.
- d) House cleaning chemicals may be used cautiously to control odors. Adverse odors and chemical reactions must be avoided. Do not mix ammonia, bleach and floor stripper.

2604.7 - Court Ordered Release of Inmates

- a) When evacuation to a safe place of confinement cannot be accomplished and outside assistance cannot be obtained within twenty-four (24) hours, the following release plan must be attempted as soon as possible.
 1. Contact should be made with the presiding judge of the Orange County Superior Court, if possible.
 2. The judge should be fully informed of the security, feeding, sanitation and potential disease problems.
 3. A written order authorizing the release of certain inmates should be sought. The release priorities must be established by the judge.
 4. Releases of inmates will be carried out as directed by the court order.
 5. The Sheriff or the highest ranking departmental officer available will be consulted prior to this course of action being taken. When contact with those ranking departmental members is not possible, the Watch Commander will be responsible for enacting the release process in his/her best judgment.

2606 - Flood Procedures

In the event of flood conditions, emergency procedures will be employed to ensure the safety and protection of staff and inmates. Should the facility become uninhabitable, inmates and staff will be moved to a safe location.

2606.1 - Notification of a Flood Condition

- a) The County of Orange Emergency Operations Center (EOC) will be activated and staffed prior to a dam burst/flood condition.
- b) A Sheriff's Department staff member will be in the EOC to liaison for the department.
- c) Reports on flood conditions will be periodically made to the Patrol and Jail Watch Commanders.
- d) See facility specific appendix for existing flood damage estimates.

2606.2 - Facility Protection

- a) Outside the Facility
 1. Inmate work crews may be assigned from Theo Lacy Facility (TLF) or the James A. Musick Facility (JAMF) to build temporary flood barriers around doors.
 2. [REDACTED]
- b) Inside the Facility
 1. Inmate work crews will be assigned to control seepage into the building.
 2. Staff and work crews will insure that drains remain open and continue to work as intended.

2606.3 - Movement of Inmates in the Facility

- a) The Division Commander will determine if inmates will be moved in the facility.
- b) Relocation of inmates will be decided by the Division Commander based upon available space, inmate classification, and other facility activity.

- c) Alternate facilities and means of transporting the inmates will be considered only if the facility becomes uninhabitable or is declared unfit by the County Health Officer.

2606.4 - Evacuation Plan

- a) In anticipation of an evacuation, the Sheriff or Assistant Sheriff of Jail Operations will direct the Division Commander to request all Jail Transportation buses and eleven (11) Orange County Transit Authority (OCTA) 40 passenger buses to respond. (500 passenger minimum required.) Call County Communications for the OCTA buses.
- b) OCTA buses must be requested two (2) hours in advance.
 - 1. Jail Transportation buses will be used for all administrative housing inmates.
- c) The Watch Commander will notify half of the total facility's deputies to immediately report to work. Leaves and days off will be cancelled (Lieutenants and Sergeants included). The remaining half will be placed on standby.
 - 1. Transportation Deputies will be ordered to report to work to drive the buses.
 - 2. Additional deputies may be requested from other divisions within the department. Patrol car escorts will be requested in advance of the evacuation.
- d) [REDACTED].
 - 1. Shift lieutenants and sergeants will conduct roll call of their shift's deputies.
 - 2. The Division Commander will conduct briefing.
- e) The actual evacuation order will be received in person by the Division Commander.
 - 1. Confirmation of the relocation site must be made.
 - 2. The Division Commander will direct the Lieutenants and Sergeants to take their shift deputies to assigned housing locations conduct a count and begin the evacuation.
 - 3. The housing areas will be evacuated according to the facility evacuation plan. Inmates will be closely escorted onto the buses in the security parking lot.
 - 4. Module cards in their holders will be transported by the Watch Commander in his car at the end of the movement to the relocation site.
 - 5. [REDACTED].
 - 6. [REDACTED].
 - 7. Prior to the [REDACTED] a sweep of the facility will be made to ensure all inmates are included in the movement.
 - 8. All exterior and connecting doors and gates of the facility will be closed and locked.
 - 9. [REDACTED].
 - 10. Notice of the completed evacuation will be made by the Watch Commander to the EOC Watch Commander.

2608 - Bomb Threat/Explosion

Jail Operations staff will handle bomb threats in a calm, thorough and expedient manner in order to minimize the disruption of facility operations. In the event of an explosion, the staff will ensure facility security, provide first aid to the injured and help return the facility to full operation quickly.

2608.1 - Bomb Threat

- a) If any employee receives a bomb threat by telephone, he/she should make notes of the caller's sex, accent, background noises, and exact words used. He/she will attempt to ascertain the type of bomb, time of detonation and location.
- b) The employee should stay on the phone as long as the caller stays on the line but must immediately notify a co-worker.
- c) Notification must be made to the Watch Commander.
- d) The Watch Commander will notify the Patrol Watch Commander and the Main Control Deputies.
- e) Main Control will dispatch available deputies to check the alleged location of the device and all public access areas outside security.
- f) Main Control will notify all personnel via intercom to cease pac set radio use and operation of electrical doors pending the search activities.

- g) The building exterior will be searched by the Visiting SSOs.
- h) If no device was located, the Watch Commander will direct Main Control to notify all personnel to resume normal operations.
- i) A designated employee will write the appropriate crime report and interview witnesses.

2608.2 - When a Suspected Device is Located

- a) No one will touch the item under any circumstances. The area around the device will be evacuated (beside, beneath and overhead) and immediate notification will be made to the Watch Commander and Emergency Operations Center (EOC).
- b) Staff and/or inmates will be moved a safe distance away from a suspected device (50 feet minimum).
- c) The Hazardous Devices Squad (HDS) will respond to evaluate and/or dispose of the device. HDS members will also advise facility personnel if further movement away from the device is required.
- d) Evacuation of the facility may be deemed necessary.

2608.3 - Bomb Explosion

- a) If a bomb explodes at the facility, Main Control will be informed. The Watch Commander and EOC will be notified by the Main Control Deputies.
- b) Deputies and medical staff will be sent to provide control and first aid in the damaged area. Staff must immediately check the area for a second device upon arrival.
- c) The Fire Department will also be summoned, with the approval of the Watch Commander.
- d) All normal functions will cease immediately in any damaged area. Inmates will be secured in a safe area.
- e) Injured inmates will be treated at the facility or moved to the hospital if necessary.
- f) Injured members of the public will be given immediate first aid. Upon arrival of the fire department, the public's medical attention will be turned over to the paramedics.
- g) The damaged area will be secured. Only authorized persons will be allowed entry. The damaged area will be treated as a crime scene. Preserve any evidence of a bomb for the Crime Lab and Investigative Units.
- h) The extent of the damage will be preliminarily assessed to determine if inmates need to be assigned an alternate housing location.

2610 - Escape

Suspected escapes will be immediately disproved or confirmed. The identity of escapees and other pertinent information will be rapidly disseminated to aid in their capture and return to custody. Emergency escape procedures and notifications will be made upon any reasonable suspicion of an escape.

2610.1 - Escape Suspected

- a) When any staff member reasonably suspects that there has been an escape from custody, that employee will immediately notify his/her supervisor whether or not the escape has been confirmed.
 1. The [REDACTED] will [REDACTED]. All [REDACTED] will be [REDACTED]
 2. Deputies will be assigned to every non-housing location where inmates are present and immediately freeze their movement.
 3. Notification to the supervisor will include all available information:
 - i. Location where escape occurred (or is occurring).
 - ii. Description of the escapee, if known.
 - iii. Means of escape (running, in a car, over the roof).
 - iv. Time of the escape.
 - v. Number of involved inmates.
 - vi. Propensity for violence based on booking charge, criminal history, nature of escape.
- b) The supervisor will make the following notifications:
 1. The handling sergeants will notify all other sergeants on duty at the facility of the suspected escape.

2. The Watch Commander will be notified when the escape is suspected or confirmed. The Watch Commander will also notify the Division Commander.
 3. The Watch Commander will notify the on duty watch commanders at all of the other jail facilities.
 4. The Captain will be notified of the suspected escape as soon as possible.
 5. The Department Commander (ECB) will be notified of the suspected escape as soon as possible.
- c) Sworn personnel will check all security door alarms to confirm proper conditions.

2610.2 – Count

- a) In the event of a suspected escape, the Watch Commander or his/her designee will direct that an immediate module book count be conducted (See CCOM Section 1719.4 – Emergency Counts).
 1. Confirmation of an escape can be made prior to the count if staff provides eyewitness information and can positively identify the inmate. However, a count should be conducted to determine if other inmates are involved, and to validate the identity of the escapee(s).
- b) All inmates must be identified and located.
 1. All inmates not physically present must be accounted for and a deputy must obtain verification the inmate is still in custody.

2610.3 - Interior/Exterior Search

- a) All inmates not physically present must be accounted for and a deputy must obtain verification the inmate is still in custody.
- b) At the [REDACTED] will direct [REDACTED]. When completed, the [REDACTED] will assist with the [REDACTED].
- c) Deputies will be directed to conduct a thorough and systematic search of the entire security area of the facility, including a search of the roof. Any point of escape will be secured and searched for evidence. Point of escapes shall be considered a crime scene and secured. [REDACTED]
[REDACTED]

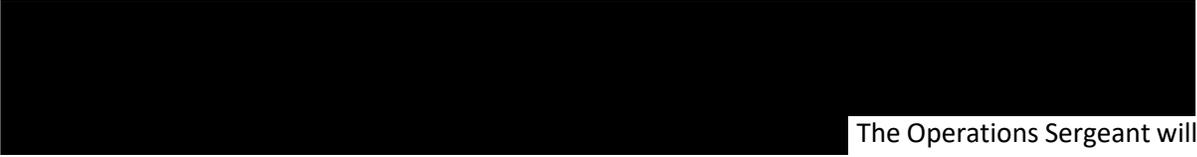
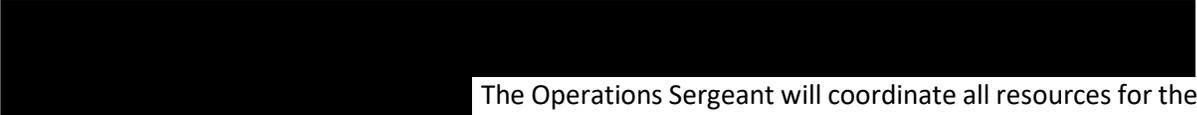
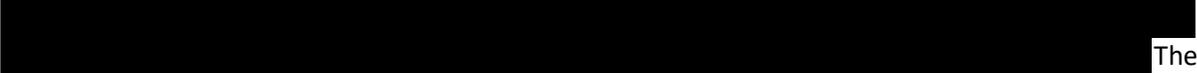
2610.4 - Staff Roll Call

- a) The Watch Commander will direct sergeants to conduct a roll call for all staff (i.e. security staff, professional staff, CHS staff, contractors, volunteers, etc.) Each member must be accounted for in order to determine if violence and/or injury was used in the escape.
- b) Medical treatment will be given to staff or other inmates as appropriate.
- c) If practical, injured staff or inmates will be interviewed during treatment to expedite information gathering.

2610.5 - Evidence Collection and Interviews

- a) When an escape is confirmed, the escapee's bunk and cell will be secured.
 1. Inmate's bunk and bunk area shall be photographed or videotaped prior to being disturbed.
 2. Personal property items will be search and collected by a deputy and taken to the Watch Commander for review by Investigations.
 3. Items seized as evidence will be described in the report.
 4. Perishable items will be noted in the inmate's file prior to disposal.
 5. After examination by investigators, clothing and bulk items will be placed into a large bag identified with the inmate's name and booking number. The bag(s) will be delivered to investigators to maintain the chain of custody.
 6. The escapee's money will be processed by the Cashier's Office as "Unclaimed funds."
 7. Medication will be documented and returned to CHS.
- b) Inmates from the escapee's housing area will be isolated and separated in preparation for interview(s).
 1. A deputy will conduct the interviews and if possible they will be videotaped.
- c) Sheriff's I.D. shall be requested to respond to the facility where the escape occurred.

2610.6 - Notifications after Escape Confirmed

- a) As soon as possible, after an escape has been confirmed, the Facility Watch Commander or his or her designee shall contact the Department Commander and Control I to provide the following minimum information for a general broadcast.
 1. Location and time of escape.
 2. Complete name, AKA's and physical description of escapee(s) including clothing, last known address, tattoos, etc.
 3. Direction of travel, if known.
 4. Arresting agency, booking charges, and known propensity for violence.
 5. Any known weapons or hostages.
 6. Any other pertinent information that may assist in the capture of the escapee.
- b) The Facility Watch Commander shall also notify the Division Commander and the Assistant Sheriff of Custody and Court Operations.
 1. Either the Division Commander or the Assistant Sheriff of Custody and Court Operations will notify the Sheriff unless such notification is delegated to the Watch Commander.
- c) The Department Commander or his/her designee will make the following notifications and/or take the listed actions:
 1. Patrol Dispatchers.
 2. The Criminal Investigations Captain.
 3. The Watch Commander(s) for the home of record for the escapee and if the escapee was arrested for violence.
 4. The Watch Commander of the jurisdiction where the escapee was arrested. Specifically:
 - i.  The Operations Sergeant will coordinate all resources for the exterior of the property. A facility sergeant will respond to the command post as a liaison from the facility to operations.
 - ii.  The Operations Sergeant will coordinate all resources for the exterior of the property. A facility sergeant will respond to the command post as a liaison from the facility to operations.
 - iii. For the Theo Lacy Facility, the D/C will notify the Orange Police Department, Santa Ana Police  The Operations Sergeant will coordinate all resources for the exterior of the property. A facility sergeant will respond to the command post as a liaison from the facility to operations.
 5. The Public Information Office (PIO).
- d) The notification to Control One will specify if an immediate broadcast is requested to all local police departments, or if a teletype will suffice.
 1. The request for a radio broadcast will be made if the escape occurred within the past four hours, if the escape involved a vehicle, or was accomplished by force.
 2. The broadcast will include the escapee's name, physical description, clothing, and direction of travel, if known.
 3. The escapee's last known address will be included in the broadcast if that address is within Orange County.
- e) At the request of Investigations, clothing items recently worn by the escapee may be delivered to the Patrol Sergeant in a paper bag. K-9 units may be able to use the garment for tracking purposes. Personal clothing previously located in the Clothing Storage Room will not be used.

2610.7 – Reports

- a) The Sergeant responsible for the area in which the escape occurred will complete the Escape Checklist and assign one deputy to write the Initial Crime Report.
 1. The crime report narrative will contain a description of the escape, the escapee's complete identity and commitment information.
 2. The Escape Checklist will be attached to the final report.
- b) The approved Escape Checklists for each facility shall be used and are available for download here:
 1. [REDACTED]
 2. [REDACTED]
 3. [REDACTED]
 4. [REDACTED]
- c) Every deputy who handled evidence, interviewed witnesses or conducted pertinent parts of the investigation shall write his/her own witness statements.
 1. All reports will be submitted to the sergeant prior to the deputies leaving the facility at the end of their shift.
- d) A Records Supervisor or his/her designee will make copies of the entire inmate file:
 1. A certified copy will be kept or delivered to the facility where the escape occurred for Investigations.
 2. One copy will be sent to the Watch Commander of the facility where the escape occurred.
 3. One copy will be sent to the IRC Division Commander.
 4. One copy will be sent to the Custody and Court Operations Assistant Sheriff.
- e) Visitor and cashier's records will be retained with the inmate's file pending completion of the investigator's reviews.
 1. Visitor and cashier's records will be retained with the inmate's/ file pending completion of the investigator's reviews.
- f) The Crime Report and supporting reports will be submitted to the sergeant for review and approval prior to submission to the Watch Commander.
 1. Evidence will be properly collected and booked into Sheriff's Evidence. The deputy who collected/booked the evidence will document their activity in a crime report or follow-up.

2610.8 - Capture and Return of Escapee

- a) When an escapee is captured, the Patrol Deputies or police officers involved in the capture will conduct the arrest, interview the inmate and write the appropriate reports.
 1. Arresting/transporting officers will return the inmate to the CJX for the appropriate booking.
- b) Upon confirmation that an escapee has been returned to custody, the Watch Commander will ensure that notifications are made to:
 1. Custody Intelligence Unit Captain
 2. ECB Lieutenant
 3. Captain
 4. Division Commander
 - i. The request for cancellation broadcast/teletype will be coordinated with the North Investigations.
 - ii. Notification to the media is a function of the Public Information Officer (PIO) or Patrol 336 Safety and Emergency Procedures Watch Commander.
 5. Assistant Sheriff of Custody and Court Operations

2612 - Hostage Plan

Hostage incidents will be dealt with in a manner that will ensure the safe release of the hostage, safeguard the lives of staff and visitors, and to return the violator to safe custody.

2612.1 – Notifications

- a) Any staff member discovering a hostage situation will immediately notify the appropriate Watch Deputy/SSO.
- b) The Main Control Deputy/SSO will make proper notifications following the chain of command.

- c) The Watch Commander will immediately notify the Department Commander. The Department Commander will request that the Crisis Negotiations Team (CNT) and SWAT respond to the facility.
 - 1. An exterior perimeter should be set up utilizing patrol deputies or an outside agency.
- d) The Watch Commander will alert the Correctional Health Services (CHS) to the situation but direct them to remain on alert in the area of their office.
- e) The Main control Deputy/SSO will have paramedics respond to the facility and stage at a designated location.

2612.2 - Management of the Scene

- a) Deputies will isolate and control the scene to keep the incident in a fixed area.
- b) Spectators are not allowed at the scene. Everyone at the scene will participate in solving the problem as directed, or be kept away.
- c) Prior to CNT personnel arriving, only the Incident Commander will grant demands made by the hostage taker(s).
- d) An inner perimeter will be established by the sergeant responsible for the area in which the incident is occurring.
 - 1. The incident will be under the supervision of the same sergeant regardless of where the perimeter moves within the facility.
 - 2. No one will enter or leave the scene except with the sergeant's permission.
 - 3. The perimeter will be set in a manner that blocks all avenues of escape.
- e) While establishing the perimeter, the identity of participants will be established.
 - 1. Identify the hostage taker(s).
 - 2. Identify the hostage(s).
 - 3. Identify the type of weapon(s) involved.
 - 4. Identify the deputies as they are posted.
- f) The Watch Commander will be notified of the scene containment and participant identities.
- g) The sergeant will assess the situation and determine further logistic and personnel requirements.
- h) The [REDACTED] a [REDACTED] near the [REDACTED]
- i) The designated ERT team will be staged appropriately.
 - 1. Obtain a copy of the hostage taker(s) booking record.
 - 2. Obtain a copy of the area floor plan.
 - 3. Personally update the Watch Commander on all current available information.
 - 4. Ensure the incident is being recorded on video tape.
 - 5. Maintain a written log of the incident to include:
 - i. All demands made by the hostage taker(s).
 - ii. All crimes committed
- j) An outer perimeter will be established to provide a buffer zone in which assigned staff can work.
- k) Deputies assigned to the scene will be positioned by the sergeant. Staff at the scene will be cautioned not to influence the hostage taker(s) through speech or actions.
- l) The sergeant will assign deputies to:
- m) A position/location out of view of the public/media should be established for the CNT/ SWAT members prior to their arrival.
 - 1. This should include a designated parking area for arriving personnel and a separate designated area for the media.
- n) When possible, the incident will be contained in one location. The remainder of the facility will be on a lock down status.

2612.3- During Negotiations

- a) While at the scene the CNT members will conduct all communications between the hostage taker(s) and command staff.
- b) No person has rank or authority while being held hostage.
- c) The hostage taker(s) may be informed, if necessary, that no inmate will be allowed to escape from custody because of a hostage situation.

- d) Any [REDACTED]
- e) [REDACTED]
- f) [REDACTED]
- 1. [REDACTED]
- 2. [REDACTED]
 - i. [REDACTED]
- 3. [REDACTED]

2612.4 - Ending the Incident

- a) Upon the release of the hostage(s) or termination of the crisis, the sergeant will ensure that:
 - 1. Medical attention is provided as required.
 - 2. The hostage taker(s) is isolated/ separated in the facility under close supervision.
 - 3. The crime scene integrity is maintained and Sheriff's Department Identification is called to respond.
 - 4. The facility is returned to normal operations, as soon as possible, when safety and security permits.
- b) The sergeant will direct that deputies involved in the incident write the appropriate report(s).
 - 1. One deputy will be assigned to write the Initial Crime Report
 - 2. Each deputy involved will write a Follow-up report
- c) The Watch Commander will ensure that all staff members, including CNT members, involved in the incident participate in debriefing.
 - 1. A written critique of the incident will begin following debriefing. The critique will be submitted to the Division Commander the same day.
- d) Media relations are the function of the Public Information Office (PIO) who will prepare all releases to the media.

2614 - Emergency Response to Suicides or Serious Injury

2614.1 - Initial Response/Discovery of Incident

- a) The primary responsibility is the preservation of life and lifesaving measures.
- b) The first deputy on scene is generally responsible for the preservation, protection and integrity of the crime scene. Deputies shall also consider officer safety issues when rendering/obtaining medical aid for injured parties.

2614.2 - Discovered Suicide/Attempt Suicide/Serious Injury

- a) Call for assistance, notify supervisor or Watch Commander and medical services.
- b) [REDACTED]
- c) Security Staff shall initiate and continue appropriate lifesaving measures, if necessary, until relieved by arriving medical personnel.
 - 1. The preservation of life should be the primary consideration. In a hanging incident or the use of a ligature, use the [REDACTED] to immediately cut down the inmate or remove the ligature.
- d) The arriving medical personnel shall perform the appropriate medical evaluation and take over lifesaving measures.
- e) Protect items of apparent evidentiary value.
- f) Consult supervisor to determine necessity of a crime scene log.

2615 - Hunger Strike

A hunger strike is an announced or unannounced refusal to take nourishment. Fasting necessary to conduct medical tests or procedures, or fasting for religious reasons is not considered a hunger strike. OCS and Correctional Health Services

(CHS) staff will closely monitor the health and welfare of any inmate on a hunger strike. Staff will pursue options to end the hunger strike, such as counseling and education about the effects of starvation. CHS staff will provide appropriate medical treatment. In extreme cases, it may be necessary to pursue legal options in an attempt to preserve the inmate's life.

2615.1 – Initial Referral

- a) Regardless of the announced intention, an inmate will be considered on a hunger strike after failing to consume food for a period of 72 hours. Refusal to eat jail provided food, while consuming privately purchased food does not qualify as a hunger strike.
- b) Notwithstanding the 72 hours rule expressed above, staff will notify CHS and the Watch Commander immediately upon suspicion of a hunger strike or declaration by the inmate.
- c) Staff will document the facts supporting the suspicion or declaration of the hunger strike in a Jail Incident report entitled "Suspicion of Hunger Strike."
- d) Once the inmate has not consumed food for 72 hours, staff will document the hunger strike on a Jail Incident report entitled "Hunger Strike."
- e) If a US Marshals inmate is on a hunger strike, Classification will send out an initial notice and status update to the US Marshals Notification List A.

2615.2 – Requirements during a Hunger Strike

The following actions may occur in order to provide for the safety and wellbeing of the inmate, while minimizing any disruption to the jail facility operations:

- a) In order to accurately monitor the inmate's nutritional intake and medical condition, he/she may be separated from other inmates for the duration of the hunger strike. The inmate may remain in his/her current housing location if he/she is housed alone, can be housed in a medical observation unit or other available single occupancy cell. Disciplinary housing cells shall not be used for the purposes of housing inmates on a hunger strike, with the exception of inmates who are currently in disciplinary housing and participating in a hunger strike. During a mass hunger strike, inmates may remain in their current housing location. Factors that should be considered when determining where to house an inmate who is on a hunger strike include, but are not limited to the following:
 1. Can the inmate be properly monitored by health care and jail staff, without compromising the health and safety needs of the other inmates within the housing location?
 2. Based on the opinion of medical staff, does the inmate demonstrate a deterioration of health that would necessitate Medical Observation Unit housing to provide adequate care for the inmate?
 3. Would leaving the inmate in their present housing location likely cause a security or safety concern within the jail and/or interfere with the ability to effectively monitor the other inmates within the housing location?
- b) If an inmate's housing location is changed due to hunger strike protocols, the movement will be documented in the [REDACTED] under the [REDACTED] and on a [REDACTED]
- c) Staff will maintain a door log to record the inmate's nutritional intake. Sector, tank, module or barracks logs may be maintained for mass hunger strikes. While on a hunger strike the inmate loses his/her privilege of chow hall and will receive three meals per day in his/her cell unless otherwise directed by CHS. Regardless of the inmate's response to an offered meal, staff shall physically deliver and document each meal on the door log. Staff shall record the amount of food and beverage consumed when retrieving the trays.
- d) Staff shall remove any commissary food items while the inmate is on a hunger strike. Removal of commissary food items shall be properly documented in a Jail Incident report; non-perishable food items should be booked to the inmate's property, unless alternative storage is approved by the Facility Watch Commander. An inmate is not allowed to make commissary food purchases while under hunger strike management.

- e) Each cell is equipped with a sink/drinking fountain unit. The water supply will remain on to allow the inmate access to drinking water. If the water supply must be shut off for any reason, staff will provide drinking water at least once an hour and document on the door log whether or not the water was consumed.
- f) An inmate on a hunger strike will be counseled by CHS and advised of the medical risks associated with starvation and malnutrition. They will be encouraged to end the hunger strike or accept medical treatment. This information will be communicated in a language or other manner which the inmate can understand.
- g) Qualified medical personnel will assess whether the inmate's actions are reasonable and deliberate or the manifestation of a mental illness. Qualified medical personnel will also assess whether the inmate is incapable of giving informed consent due to age or illness.
- h) If the physician determines that due to the length of time the inmate has claimed to have been on the hunger strike or because observations of the inmate's condition indicate the inmate is in or approaching a life threatening stage, the inmate shall be transferred to the contract hospital for further care.
- i) When a physician determines that the inmate's life or health will be threatened if treatment is not initiated immediately, involuntary medical treatment of the inmate may be considered. Involuntary medical treatment will only be administered with a court order. The Watch Commander will contact County Counsel for guidance and assistance in obtaining the court order.
- j) A hunger strike will be considered to have ended when the inmate resumes eating. CHS must be consulted for concurrence that the strike has ended and will notify jail staff upon termination of the inmate's hunger strike treatment.
- k) The inmate's commissary items and commissary privileges will be returned once the hunger strike has ended.

2618 - Department Commander Notifications

- a) The Facility Watch Commander will notify the Department Commander of the following incidents:
 1. Major Flammable, Toxic, and Caustic material spills
 2. Fires and fire damage
 3. Earthquake damage/ injuries
 4. Bomb threat/ Explosion
 5. Escape and Attempted Escapes
 6. Hostage situation
 7. Suicide/ attempt suicide/ serious injury /death
 8. Large scale hunger strikes
 9. Serious injuries of custody personnel
 10. Major disturbances
 11. Any other incident the Facility Watch Commander or designee believes notification is necessary.