

# Detention Safety and Emergency Procedures

## 11005.1 EARTHQUAKE PROCEDURES

(a) Earthquake Procedures

1. 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.

(b) General

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

(c) During an Earthquake

1. During an actual earthquake, staff will attempt to secure all inmates. Staff will direct inmates to return to their holding cell to seek immediate protective refuge.
2. Inmates not able to return to the court holding cell area will be instructed by staff to move away from glass windows and into doorways or under structural supports during the earthquake.

(d) Following an Earthquake

1. Following an earthquake, on duty staff will be required to perform certain duties at the facility.
2. Staff will remain at their assigned duty stations and retain control over inmates in their assigned area.
3. An immediate assessment of damage and injuries must be made by each staff member.
4. Reports of injury and damage will be given to Main Control as soon as possible.
  - i. Reports must be accurate and thorough in order to determine the extent of outside assistance to be requested and where to assign internal assistance.
5. The Facility Lieutenant will establish the Main Control Guard Station as the Facility Emergency Operations Center. An alternate site may be designated as required.
6. Lifesaving first aid will be performed by staff members as required. Other injuries will be treated by staff in order of priority until staff is relieved by Medical Personnel.

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7. When all communication is disrupted, the area supervisors will designate employees as "runners". Internal message transmissions may be conducted by memos as required.
8. Evacuation procedures will be followed at the direction of the Watch Commander if necessary.
- (e) The Facility Lieutenant or Sergeant will assess the following
  1. Damage reports.
  2. Evacuation plans.
  3. Facility habitation.
  4. Continuation of inmate services.
- (f) Detention Staff Functions
  1. Sworn staff will continue to provide for the safety and security of the inmates and staff.
  2. Non-sworn staff will assist as directed by the area Sergeant.
- (g) Staff Relief
  1. Each staff member shall remain in their assigned duty station until relieved or directed to leave by the area Sergeant.
  2. 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.
- (h) Toilet and Waste Elimination
  1. A specific area in each area of the Justice Center, or in holding cell areas, will be designated by the area Sergeant for toilet or waste disposal.
  2. Any functioning toilets will be designated for use by as many inmates, visitors and staff as possible.
  3. Toilet drainage must not be into another area of confinement used by staff or inmates.
  4. House cleaning chemicals may be used cautiously to control odors.
    - i. Adverse odors and chemical reactions must be avoided.
    - ii. Do not mix ammonia, bleach and floor stripper.

#### **11005.2 FLOOD PROCEDURES**

- (a) For information on floods for individual Justice Centers refer to CCOM Section 15005.2 – Flood Procedures.

#### **11005.3 BOMB THREAT OR EXPLOSION**

- (a) Bomb Threat / Explosion

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1. 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.

(b) Bomb Threat

1. If any employee receives a bomb threat by telephone, they should make notes of the caller's sex, accent, background noises, and exact words used.
  - i. They will attempt to ascertain the type of bomb, time of detonation and location.
2. [REDACTED]
3. Notification must be made to the Court Sergeant who will notify the Facility Lieutenant.
4. The Facility Lieutenant or their designee will notify the Department Commander.
5. The Court Sergeant will dispatch available Deputies to check the alleged location of the device and all public access areas outside security.
  - i. [REDACTED]
6. The Court Sergeant will contact all supervisors throughout the building and have their staff search all workspaces for any suspicious objects.
  - i. [REDACTED]
7. [REDACTED]
8. [REDACTED]
9. If no device was located, the Court Sergeant will notify all personnel to resume normal operations.
10. A designated employee will write the appropriate crime report and interview witnesses.

(c) When a Suspected Device is Located

1. No one will touch the item under any circumstances.
2. Staff, visitors and/or inmates will be moved a safe distance away.
  - i. Dispatch will notify the Hazardous Device Squad (HDS) who will respond.
3. The Hazardous Devices Squad (HDS) will respond to evaluate and/or dispose of the device.
  - i. HDS members will also advise facility personnel if further movement away from the device is required.

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- ii. Evacuation of the facility may be deemed necessary
- (d) Bomb Explosion
  1. If a bomb explodes at a facility, the Court Sergeant will be informed and notify the Watch Commander, Department Commander and Dispatch.
  2. Staff must immediately check the area for a second device upon arrival.
  3. Deputies and the Fire Department will respond to the damaged area to provide security and render first aid.
  4. All normal functions will cease immediately in any damaged area.
    - i. Inmates will be secured in a safe area.
  5. Injured members of the public will be given immediate first aid.
    - i. Upon arrival of the fire department, the public's medical attention will be turned over to the paramedics.
    - ii. Injured inmates will be treated at the facility or moved to the hospital if necessary.
  6. The damaged area will be secured.
    - i. Only authorized persons will be allowed entry.
    - ii. The damaged area will be treated as a crime scene.
    - iii. Preserve any evidence of a bomb for the Crime Lab and Investigative Units.
  7. The extent of the damage will be preliminarily assessed to determine if court operations may continue.

#### **11005.4 ESCAPE**

For procedures refer to OCSD Policy Manual (Lexipol) Section 912 – Escapes.

#### **11005.5 HOSTAGE PLAN**

- (a) Hostage Plan
  1. 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 take the hostage-taker into safe custody.
- (b) Notifications
  1. Any staff member discovering a hostage situation will immediately notify the appropriate Sergeant.
  2. The Sergeant will make proper notifications following the chain of command.
  3. The Facility Lieutenant/Incident Commander will immediately notify the Department Commander. The Department Commander will request that the Crisis Negotiations Team (CNT) and SWAT respond to the facility.

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4. An exterior perimeter should be set up utilizing patrol Deputies or an outside agency.
  5. The Facility Lieutenant/Incident Commander will have paramedics respond to the facility and stage at a designated location.
    - i. A staff member will be assigned to meet Paramedics.
- (c) Management of the Scene
1. Deputies will isolate and control the scene to keep the incident in a fixed area.
  2. Spectators are not allowed at the scene.
    - i. Everyone at the scene will participate in solving the problem as directed, or be kept away.
  3. Prior to CNT personnel arriving, only the Incident Commander will grant demands made by the hostage taker(s).
  4. An inner perimeter will be established by the Sergeant responsible for the area in which the incident is occurring.
    - i. The incident will be under the supervision of the same Sergeant regardless of where the perimeter moves within the facility.
    - ii. No one will enter or leave the scene except with the Sergeant's permission.
    - iii. The perimeter will be set in a manner that blocks all avenues of escape.
  5. While establishing the perimeter, the Sergeant will:
    - i. Identify the hostage taker(s).
    - ii. Identify the hostage(s).
    - iii. Identify the type of weapon(s) involved.
    - iv. Identify the Deputies as they are posted.
  6. The Facility Lieutenant will be notified of the scene containment and participant identities.
  7. The Sergeant will assess the situation and determine further logistic and personnel requirements.
  8. The Sergeant will establish a Command Post near the activity, but out of sight and sound of the suspect(s).
  9. The designated ERT team will be staged appropriately.
  10. An outer perimeter will be established to provide a buffer zone in which assigned staff can work.
  11. 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.
  12. The Sergeant will assign Deputies to:

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- i. Obtain a copy of the hostage taker(s) booking record (if applicable).
- ii. Obtain a copy of the area floor plan.
- iii. Personally update the Facility Lieutenant on all current available information.
- iv. Ensure the incident is being recorded on video tape.
- v. Maintain a written log of the incident to include:
  - A. All demands made by the hostage taker(s).
  - B. All crimes committed

13. [REDACTED]  
[REDACTED]  
[REDACTED]

14. When possible, the incident will be contained in one location. The remainder of the facility will be on a lock down status.
15. Sheriff Special Officer (SSO) involvement at the onset of an emergency or critical incident as a force multiplier is allowed under exigent circumstances. Their initial role is to assist Deputies in containing and isolating the incident until additional resources can respond. SSO's should not be used as a response, rescue or arrest team unless the immediacy of the incident requires their involvement to prevent serious bodily harm or escalation of the event. Once Deputies become available SSO's should be rotated to perimeter positions as soon as practical.

#### (d) During Negotiations

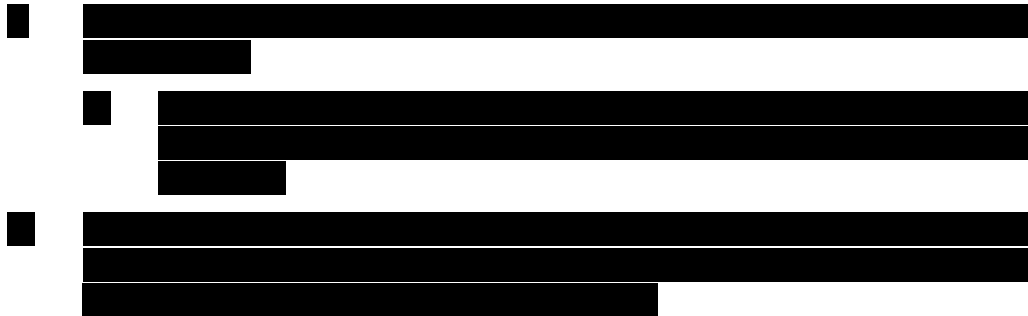
1. While at the scene the CNT members will conduct all communications between the hostage taker(s) and command staff.
2. No person has rank or authority while being held hostage.
3. The hostage taker(s) may be informed, if necessary, that no inmate will be allowed to escape from custody because of a hostage situation.
4. Any CNT request(s) of command staff will be expeditiously acted upon by command staff.
5. Significant changes in the situation will be relayed to all involved staff immediately. When an agreement is reached in negotiations all involved staff will be informed prior to implementation of the agreement.
6. The Division Commander or Facility Lieutenant will formulate an action plan using appropriate force to terminate the hostage situation in the event negotiations fail. Hostage safety will be the paramount concern. Rescue by force may be attempted when:
  - i. The rescue attempt does not jeopardize the life of a hostage.

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#### (e) Ending the Incident

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

#### **11005.6 IMMEDIATE ACTION AND RAPID DEPLOYMENT PLAN (CIRT)**

- (a) Violence on a school campus or business is an everyday occurrence. You watch the news and you hear about another student, teacher or worker getting killed or injured at a school or workplace somewhere in the United States. To deal with these types of violence at these locations, law enforcement in this country had to develop an "Extraordinary Deployment" plan. Immediate Action/Rapid Deployment is such a plan. It utilizes the initial responders, who are the first Deputy's on scene of an "Active Shooter" incident, and they immediately deploy into the school campus, business or Justice Center to save as many lives as possible, while additional resources, such as the Special Weapons and Tactics Team (SWAT), are responding to the scene. The initial responders will organize into a "Contact Team" made up ideally, but not limited

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to, four officers. They will then aggressively seek out the shooter and stop him or her from continuing with the violent action.

1. Court Operations personnel assigned to CIRT will adhere to the policies and procedures outlined in the OCSD Patrol Operations Manual (POM) Section 67 - Critical Incident Response Team (CIRT) and Section 74 - Rapid Deployment Tactics.

#### **11005.7 EVACUATION OF INMATES**

- (a) For information on evacuating inmates for individual Justice Centers, refer to CCOM Section 15004.3 – Evacuation of Inmates.

#### **11005.8 EMERGENCY RESPONSE TO SUICIDE OR SERIOUS INJURY**

- (a) Initial Response/Discovery of Incident
  1. The primary responsibility is the preservation of life and lifesaving measures.
  2. The first Deputy on scene is generally responsible for the preservation, protection and integrity of the crime scene.
    - i. Deputies shall also consider officer safety issues when rendering/obtaining medical aid for injured parties.
- (b) Discovered Suicide/Attempt Suicide/Serious Injury
  1. Call for assistance, notify supervisor and medical services.
  2. Lockdown the immediate area and secure the scene to ensure responder safety.
  3. Security Staff shall initiate and continue appropriate lifesaving measures, if necessary, until relieved by arriving medical personnel.
  4. The preservation of life should be the primary consideration. In a hanging incident or the use of a ligature, use the "cut down tool"/Safety Scissors from the Detention Guard Station to immediately cut down the inmate/victim or remove the ligature.
  5. The arriving medical personnel shall perform the appropriate medical evaluation and take over lifesaving measures.
  6. Protect items of apparent evidentiary value.
  7. Consult supervisor to determine necessity of a crime scene log.