SECURITY AND CONTROL

**Emergency Procedures**

I.1 Emergency Alarm Systems
I.2 Intercom Systems
I.3 Hostage Policy
I.5 Emergency Inmate Escape Procedure
I.7 Riot and Disorder Policy

**Facility Control**

I.19 Facility Closed Circuit TV (CCTV)
I.21 Housing Unit Area Activity Log
I.23 Facility Inspection by Supervisory/Administrative Staff
I.25 Key Control
I.29 Post Orders
I.31 Radio Use
I.32 Facility Emergency Color Code System
I.33 Facility Security Trash Control
I.35 Housing Unit Special Equipment
I.37 Facility Tool Control
I.39 Vehicle Assignment and Usage

**Inmate Control**

I.40 Vehicle Safety
I.41 Inmate Cell Searches
I.43 Inmate Count Procedure
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.45</td>
<td>Inmate Hospitalization and Guards</td>
</tr>
<tr>
<td>I.47</td>
<td>Inmate Identification Wristbands and Clothing</td>
</tr>
<tr>
<td>I.49</td>
<td>Inmate Line-Up Procedures</td>
</tr>
<tr>
<td>I.51</td>
<td>Inmate Movements</td>
</tr>
<tr>
<td>I.52</td>
<td>Inmate Searches</td>
</tr>
<tr>
<td>I.57</td>
<td>Transportation of Inmates</td>
</tr>
<tr>
<td><strong>Security of the Facility</strong></td>
<td></td>
</tr>
<tr>
<td>I.61</td>
<td>Facility Security – Control- Main Floor</td>
</tr>
<tr>
<td>I.62</td>
<td>Facility Security – Use of Personal Mobile Communication Devices</td>
</tr>
<tr>
<td>I.63</td>
<td>Facility Security - Housing Units</td>
</tr>
<tr>
<td>I.64</td>
<td>Safety Checks of Inmates in Housing Units and Holding Cells</td>
</tr>
<tr>
<td>I.65</td>
<td>Facility Security - Detention Facility Windows</td>
</tr>
<tr>
<td>I.66</td>
<td>Facility Security – Physical Security</td>
</tr>
<tr>
<td>I.67</td>
<td>Facility Security - Loading Dock, Kitchen, &amp; Storage Rooms</td>
</tr>
<tr>
<td>I.69</td>
<td>Facility Security – Weapons</td>
</tr>
<tr>
<td>I.70</td>
<td>Tactical Team Identification</td>
</tr>
<tr>
<td>I.71</td>
<td>Persons Authorized To Enter Sheriff’s Detention Facilities</td>
</tr>
<tr>
<td>I.73</td>
<td>Juveniles Entering Detention Facilities</td>
</tr>
<tr>
<td><strong>Use of Force</strong></td>
<td></td>
</tr>
<tr>
<td>I.83</td>
<td>Use of Cell Extraction Procedures</td>
</tr>
<tr>
<td>I.85</td>
<td>Use of Defensive Device</td>
</tr>
<tr>
<td>I.87</td>
<td>Detention Use of Canines</td>
</tr>
<tr>
<td>I.89</td>
<td>Use of Force</td>
</tr>
<tr>
<td>I.91</td>
<td>Use of Carotid Restraint</td>
</tr>
<tr>
<td>I.93</td>
<td>Use of Restraint Equipment</td>
</tr>
<tr>
<td>I.95</td>
<td>Forced Blood Draws</td>
</tr>
<tr>
<td>I.96</td>
<td>Providing Assistance to Arresting/Transporting Officer</td>
</tr>
</tbody>
</table>
PURPOSE

To provide a means for detention facility staff and inmates to summon emergency assistance.

POLICY

All detention facilities shall maintain alarm systems that are manually or automatically activated for staff, inmate and facility security protection.

PROCEDURE

I. STAFF ALARM SYSTEM

A. Each facility shall have a staff alarm system to allow staff to summon assistance immediately in the event of an escape attempt, assault, or other incident which threatens the safety and security of the facility, employees or inmates.

B. Such alarm systems shall be connected to a central control area to ensure a constant monitoring of the alarms with appropriate, timely assistance dispatched to the scene of any alarm.

C. The control deputy shall log into the Jail Information Management System (JIMS) all alarms indicating date, time, location, and disposition. The disposition shall include information as to the cause of the alarm such as, “medical”, “fight”, “accidental”, etc.

D. The control deputy shall test each system at the beginning of each shift. They shall contact each area of the facility and request an alarm check. Prior to the activation of such alarm checks, the control deputy shall state aloud “test”, so all control room personnel shall be aware such activation is not an actual alarm.

E. Each activation of the alarm other than testing (see D above) must be cleared by the control deputy. To clear the alarm the control deputy shall:

1. Establish visual contact with the employee who activated the alarm in the control area to ensure the employee’s well being (or verify the employee’s well being by an independent source, i.e., send a deputy with instructions to call back with a prearranged “code”);

2. Broadcast a “Code 4” to any other responding deputies;

3. Reset the alarm panel
II. INMATE EMERGENCY ALARM SYSTEM

A. Each facility shall maintain an inmate emergency alarm system. The system shall consist of alarm buttons in each housing unit, holding room, or area where inmates are routinely held and terminate in control. The alarm buttons should be readily identifiable as an emergency system and be located as to provide ready access to the inmate.

B. When the alarm is activated, the control deputy shall dispatch assistance, log the information, and clear the alarm as I.B, C and E (above).

III. FIRE ALARM SYSTEM

A. Each facility shall maintain fire/smoke detection devices in all sleeping areas and areas not separated from sleeping areas.

B. Fire/smoke detection devices shall be maintained throughout the detention facility and inspected on a quarterly basis. The following alarm types should be strategically placed and readily identified as an emergency system:

1. Manual Pull Alarm
2. Smoke Detectors
3. Heat Sensors
4. Sprinkler System

C. Response to, testing and maintenance of the fire alarm system is delineated in DSB P&P Section H.

D. All personnel are required to familiarize themselves and receive training on activation of and response to a fire alarm situation.
PURPOSE:
To provide a means of communication between sworn staff and inmates.

POLICY:
Intercoms are generally located in areas accessible by inmates (e.g., dayrooms, cells, classrooms, etc.). Each facility shall maintain an inmate intercom system for the purpose of providing a means of communication between sworn staff and inmates. Intercom systems should be primarily used as a means of relaying and or summoning emergency assistance. Intercoms shall not be routinely muted or silenced.

PROCEDURE:

I. USE OF INTERCOM

A. At the beginning of each shift, sworn staff assigned to positions (e.g., Housing Control, Central Control, etc.) equipped with intercom systems shall check their work area’s touch screen panel, control panel, etc. and ensure intercoms have not been silenced or muted. Intercom systems shall also be checked any time sworn staff takes over operations in such areas (e.g., relieves a deputy arriving late to work, during mealtime, leaving early, etc.).

B. In the event an intercom is silenced or muted, sworn staff must make an entry in the Area Activity log, utilizing the ALARMS type of Jail Information Management System (JIMS). At a minimum, the description field must include the cell number or inmate’s name and booking number. The notes field must indicate the reason the intercom was silenced or muted.

C. The intercom system volume/audible sound will be set to a level that can be heard by the person responsible for operating such equipment.

D. In the event of an emergency or incident, an inmate is to depress the intercom call button which activates an alarm on the receiving end (e.g., Housing Control, Central Control, etc.). The alarm will alert sworn staff of a possible emergency or incident that deems their attention. Sworn staff will answer all intercom calls in an expeditious manner and follow-up on the nature of the call.

II. MAINTENANCE AND REPAIR

A. Intercoms shall be kept clear of obstructions and not be covered in any manner. Intercoms should be observed by staff during security checks and/or hygiene inspections.
If an intercom is found to be intermittently operable, it should be reported as soon as practical before it becomes completely inoperable.

B. In the event an intercom is inoperable, sworn staff shall report the issue to their respective administrative/operations deputy. Upon notification of the issue, the administrative/operations deputy will contact the security technician. The security technician will assess the issue and contact the contracted provider to remedy the problem. If the security technician is not available, the administrative/operations deputy will relay the information to the Sheriff’s Project Manager.
PURPOSE

To provide guidelines for detention personnel involved in a hostage incident; and the protection of human life, including the hostage, innocent bystanders, law enforcement officers, and the suspect.

POLICY:

To effectively control and terminate a hostage situation predicated upon a logical evaluation of the totality of circumstances involved in the incident and appropriate handling by detentions security staff.

Demands: Demands by the hostage-taker(s) should be carefully considered and evaluated as to the impact upon the immediate and subsequent circumstances, or the overall situation, before agreement to, or denial of, such demands.

Use of Deadly Force: In addition to the Department’s policy on the use of deadly force, the application of deadly force in a hostage situation must be considered when all reasonable negotiating alternatives have been presented and the immediate threat to human life has not diminished or, when a human life has been taken by the hostage-taker(s). Once the deputy, who is ultimately responsible for the incident, announces his decision to neutralize the hostage-taker(s) by deadly force, special weapons personnel will be utilized. The selected marksman shall be fully briefed concerning the incident and specifically instructed as to their mission. Thereafter, and until advised otherwise, they shall have the sole authority to utilize approved tactics and procedures to accomplish their mission.

Authority of Hostage: All personnel shall be aware of the fact that no one, regardless of rank or position within this department, retains his/her authority when taken hostage.

Surrendering Weapons: No deputies shall be expected to surrender his/her weapon(s) upon demand of a hostage-taker(s).

Hostage Exchanges: No deputies shall be expected to, nor should feel compelled to, exchange his/her person for one or more hostages.

PROCEDURE:

I. The hostage situation is a most difficult problem. The successful resolution of such incidents requires great moral courage, sound judgment, discipline and determination on the part of all personnel involved. Experience has proven that the successful termination of hostage situations is predicated upon adherence to the following general guidelines:

A. Contain the hostage-taker(s) and hostage(s) unless forced by circumstances to take other action.
B. **Control** assisting personnel movements, strategic placement, and use of weapons.

C. **Communicate** with supervisors, subordinates, the suspects, and others as appropriate.

II. Contact the Communications Center for the assistance of the Crisis Negotiation Team (CNT) or Special Enforcement Detail (SED).

III. Unless directed by the facility commander, or a representative of the Office of the Sheriff, inmate hostage-taker(s) must not be set at liberty. To gain time and to establish interim communication with hostage-taker(s), the on-duty watch commander shall designate an appropriate spokesperson to initiate communication with the inmate hostage-taker(s) in an effort to secure the safety and/or release of hostages, and the capture or surrender of inmates who have seized hostages.

IV. The primary objective of a negotiator is to change the attitude of the hostage-taker(s) from hostility to trust. Time is on the side of the negotiator and is the principal tactic used in the negotiating process. During the negotiations, the negotiator should command the respect of all personnel involved, but should not portray himself as the ultimate decision-maker. The hostage-taker(s) should be made to understand that there is another authority over the negotiator. The technique will allow the negotiator to employ further delaying tactics.

V. When, and/or if, trained hostage negotiators are dispatched to the facility, they will be immediately briefed by the interim spokesperson that initiated communication with inmate hostage-taker(s). Any further negotiations with hostage-taker(s) will be conducted by those negotiators dispatched to the facility, unless otherwise directed by the scene commander.
PURPOSE

To establish guidelines in the event an in-custody inmate escapes from any of the following:

1. Any Sheriff’s Department detention facility.
2. Any location outside of a detention facility.
3. Any prisoner transportation situation.
4. Any court or court holding facility.

POLICY

With the exception of the detention canine unit and the mandates of immediate hot pursuit, detention deputies generally shall not be utilized in a search outside the perimeter of the facility. Coordination of search efforts shall be the responsibility of the agency of jurisdiction. However, detention deputies may be utilized in the search efforts at the discretion of the incident commander.

If the escape is made from a transporting unit, the transporting deputy’s primary concern is the security of the remaining inmates/prisoners left in his/her custody.

PROCEDURE

Each facility shall develop a green sheet policy outlining a specific escape response plan. This information should be included in the after action report.

I. ESCAPE FROM A SHERIFF’S DETENTION FACILITY

A. The first deputy to become aware of an attempt or actual escape will immediately notify the control deputy.

B. The control deputy will notify the watch commander.

C. The watch commander will initiate a lockdown and direct a count be conducted.

D. The watch commander will notify the Communications Center of the suspected escape.

E. If the escape route is known:

1. Secure the area, and if safe to do so, remain at the crime scene until properly relieved.
2. Avoid disturbing any tracks or materials left behind at the crime scene.

3. Preserve evidence.

F. No one shall move into or out of the facility without the consent of the watch commander.

G. All unnecessary inmate movement will stop.

H. Depending on the layout of the facility, it may be necessary to deploy deputies to the exterior of the facility and set up a perimeter.

I. Depending on the facility, all unnecessary vehicle traffic may be stopped. When deemed appropriate and necessary by the watch commander, all vehicles leaving the detention facility grounds or parking lots will be searched. License plate numbers for vehicles leaving will be recorded and forwarded to the Detention Investigation Unit (DIU) for follow up if necessary.

J. If available, canine deputies will be dispatched with an armed cover deputy to search for the escaped inmate(s).
   1. Allow canine to obtain the escapee’s scent from tracks, clothing or bedding.
   2. The canine deputy must be shown the last known location or escape zone.
   3. The canine cover deputy will maintain contact with the Communications Center and/or facility control via the 800MHz radio.

II. ESCAPE FROM A LOCATION OUTSIDE OF THE FACILITY, OR DURING THE TRANSPORTATION OF INMATE(S)

A. If the escape takes place from a location outside of the facility (i.e. hospital), or during the transportation, and there are other inmates but only one deputy, the deputy shall notify the Communications Center of the escape, the direction of travel, a description of the inmate, etc.

B. The deputy shall then transport the remaining inmates to the nearest Sheriff’s detention facility as soon as possible and shall not participate in the search.

C. After the inmates have been secured, they are to be interviewed for information regarding the escape. When at all possible, the inmates should be kept separate from other inmates and from each other until the investigator has been given the opportunity to interview and obtain their statements.

D. When no other inmates are present, or when there are two or more deputies, one of the deputies will notify the Communications Center of the escape and advise if pursuit has been initiated. Circumstances such as security level of the inmate, time of day, location, availability of cover, ability to communicate with the Communications Center, etc., shall dictate whether or not a pursuit would be advisable. Based on the circumstances, the Communications Center watch commander may terminate the pursuit.
III. ESCAPE FROM A COURT HOUSE OR COURT HOLDING FACILITY

The responsibility for handling investigations of escapes, including follow-up investigations of any in-custody escape that occurs at a court house or from a court holding area, including inmates who have been taken to a medical facility for treatment from court and are guarded by deputies assigned to the Court Services Bureau (CSB), will be that of the CSB detective unit.

IV. INMATE PROPERTY AND RECORDS

The detention processing supervisor (DPS) shall be responsible for the following:

A. All property belonging to the inmate shall be collected and stored at the facility from which the inmate escaped.

B. After receiving confirmation from the watch commander, a computer entry will be made in the remarks section indicating the inmate has escaped. The booking will then be closed as "ESC" (subject escaped).

C. The inmate account shall be closed and sent to the accountant at the San Diego Central Jail (SDCJ). All information regarding the status of the escape of the inmate shall accompany the money and account.

D. Court Jurisdiction – The DPS on whose shift the escape occurred shall inform the court of the escape by sending a memo to the judge to whom the case has been assigned (if any), the supervising judge of the court branch to which the case has been assigned, or if the case is in the main courthouse, the supervising criminal judge, and the presiding judge. A copy of the court paper should be forwarded with this memo. A copy of the court paper should also be sent to any other agency that has a hold, such as a federal agency, state parole, Department of Juvenile Justice, etc. The fugitive desk officer is to be notified if there are out-of-state cases involved.

E. “Hold” papers for out-of-county warrants are to be returned to the originating agency. Federal detainers are to be returned to the federal agency and parole holds are to be returned to the Office of State Parole.

V. ADMINISTRATIVE REPORTING REQUIREMENT

In addition to all other reports, the facility commander shall prepare an “after action” report for the affected detention operations area commander. The report shall include, but not be limited to:

A. Facility commander’s synopsis and recommendations.

B. Copies of related NetRMS reports.

C. Copy of the escape report plus completed copies of the escape procedure duties and responsibilities.
VI. AFTER ESCAPE FOLLOW-UP

A. Detention personnel shall obtain all information available which may include interviewing other inmates and witnesses, checking records for criminal history, mug shots, etc., and shall furnish all the information that is obtained, which may assist in the investigation, in a follow-up deputy’s report.

B. In all cases, the responsibility for obtaining complaints and warrants shall be that of the assigned DIU detective. All persons and agencies notified of an escape shall also be notified of the recapture.

C. Detention facility: Whenever an escape occurs, the facility watch commander or designee shall ensure that notification is made to:

1. The Communications Center watch commander or designee
2. The assistant facility commander
3. Facility commander
4. The assigned area commander
5. At the commander’s discretion:
   a. Assistant Sheriff of the Detention Services Bureau
   b. Undersheriff
   c. Sheriff
6. Public Affairs
7. The chairman of the Board of Supervisors or designated representative.
8. Chief of police or designee for the jurisdiction in which the facility is located.

D. Communication Center: The watch commander or designee is responsible to:

1. Take immediate and appropriate action as necessary to alert field units and/or outside agencies.
2. Relay the information to all local enforcement agencies of the county via a “999” CLETS Teletype message.
3. Notify the supervisor of DIU to contact the involved facility in order to initiate any required follow-up investigation.
5. Provide an immediate news release.
E. Detention facility watch commander

All reports concerning an escape from any Sheriff’s facility are the responsibility of the personnel of that particular facility. Any report of escape from a hospital facility shall be the responsibility of the personnel of the jail where the inmate is in custody, unless the inmate is being guarded by CSB deputies. In that case, the deputies guarding the inmate shall complete the initial crime report and forward it to the CSB detective unit for follow-up.

The watch commander will, via Public Affairs, give newspapers and television stations prompt notification of the escape accompanied by a photograph and description of the escapee in cases of escape by:

1. Inmates who are in custody of the California Department of Corrections and Rehabilitation (CDCR prison returnees).
2. Inmates who affect the escape by force or violence.
3. Inmates who have been convicted of or charged with a felony.
4. Inmates who would be considered a risk to the community at large.

F. Crime reports involving escapes from Adult Institutions, Work Furlough Center, shall be the responsibility of the South Bay Detention Facility (SBDF). The report is to be written only when the escape has occurred at any facility that is not operated by the Sheriff. All reports concerning an escape from any Sheriff’s facility are the responsibility of the personnel of that facility.

1. The watch commander of SBDF will assign a sworn staff member of that facility to record the information supplied over the phone by the qualified Adult Institutions officer in a crime report in NetRMS. The report will be taken by this means and no field deputy needs to be dispatched.
2. Sheriff’s DIU will be notified as soon as the reporting deputy has all necessary information.

G. CDCR fire camp escapes of Sheriff's inmate.

Following an escape of a Sheriff's inmate from a CDCR fire camp, CDCR staff will initiate preliminary investigative measures according to their policies, including completing and disseminating a BOL identifying the fire camp inmate and completing an internal administrative report/investigation in reference to the escape.

CDCR staff will generally cease search efforts for an escaped Sheriff's inmate within twenty four hours of discovering the escape. CDCR will release custody of the escaped inmate back to the San Diego County Sheriff's Department. At this point, the Sheriff's department will assume the responsibility as the primary investigative party.
The following procedures shall be followed upon notification of an escape of a Sheriff's inmate from a CDCR fire camp.

1. Information of escaped CDCR fire camp inmates will be given to the SDCJ watch commander.

2. The SDCJ watch commander will notify the Communications Center of the escape and request for DIU and the Fugitive Task Force to be notified.

3. The SDCJ watch commander will assign a sworn staff member of that facility to record the information supplied over the phone by the CDCR fire camp staff and complete a crime report in NetRMS. The report will be taken by this means and no field deputy needs to be dispatched.

4. DIU will be notified as soon as the reporting deputy has all necessary information.

5. Refer to section IV-V of this policy for inmate property and records, administrative reporting requirements, and after escape follow up procedures.
PURPOSE:
To establish criteria by which riots or disorders are quelled and control re-established.

POLICY:
All detentions personnel will be constantly alert for any pre-indications of possible unrest within the facility that could result in a riot or disorder. This information is to be relayed to the watch commander for resolution to preclude such action, if possible. If spontaneous actions by inmates occur or if resolution has not been successful and a riot or disorder occurs within a detention facility, the goal will be quelling of the disorder in the most expeditious manner possible while protecting life and property of staff and inmates. Preservation of life shall be the first concern during such situations. This policy will be reviewed annually.

PROCEDURE:

I. RIOT AND DISORDER DEFINED

A. Riotous Situations: A condition of riot may exist in the event of two or more inmates assaulting any official, destroying county property, banding together to resist authority, refusing to return to housing units or any covert act which would be detrimental to the orderly routine of the jail. (PC § 404 (a) and (b)).

B. Riots Assume Various Forms: Some are spontaneous, triggered by an incident after an accumulation of tension in the jail. Others are race riots and gang fights. Other riotous situations may be found to be a reflection of the prevalence of violent protest in the free community.

II. PLAN OF ACTION

A. Priorities: This policy will be executed in the most expedient manner possible, realizing that priorities will be given in the following order:

1. General public safety
2. Safety of all hostages
3. Safety of all other personnel
4. Inmate welfare and safety
5. Protection of property
6. To restore order and control
7. Identification, arrest and legal prosecution
B. Communication:

1. **The Alarm:** Immediate communication by staff members observing a riotous disturbance should be made to the control deputy who will notify the watch commander and supervisor responsible for the affected area. The supervisor will activate response to the disturbance. A first-line sworn supervisor, usually the sergeant, will direct pre-selected staff to the scene. Once a riotous condition has been confirmed, the watch commander will notify the Communications Center, facility commander and the detention facility operations commander.

2. **Response:** The initial response objective is to contain riotous conditions to as few inmates as possible and to as small an area as feasible. Response shall be directed by the ranking officer within the facility, who will not be in the immediate area, but available to proceed as needed. Unless directed by the ranking officer in command, all available staff will not proceed to the scene, but will stand ready as a reserve force, should additional personnel be required to suppress the disturbance. All lines of communication by inmates should be “cut off” (i.e., turn off telephones, close windows, etc.) to avoid spread of disorder. Inmates housed in modules in close proximity of a riotous disturbance will be locked in their cells. All areas of the facility, not immediately affected by the riotous condition, shall, insofar as practical, continue normal operating procedures, so as not to unnecessarily heighten facility tension.

C. Establishment of Control:

1. The final objective of all action is to restore order with as little injury to persons and property as possible, and to achieve complete control over all facility activity. As conditions permit, every effort must be exercised to determine inmate riot leaders, and all other inmates who riot, or incite to riot. Additionally, any other criminal offenses will be documented for possible criminal prosecution.

2. Inmates, who are seemingly unwilling to participate, will be given opportunity to leave the riot area, and when possible returned to their housing units. Control is established when hostages, if any, are released, rioters quelled, and all involved inmates are locked-down under guard.

3. Nervous tension of both inmates and personnel will be a delicate state for sometime after a major disturbance. The sooner a relatively normal atmosphere can be restored, the better. A detailed investigation of the occurrence will be made via interrogation of inmates and staff participants, and through a thorough inspection of the facility to determine the extent of damages. A photographic record of the damage will be made before making immediate repairs; and all reports shall be submitted to the facility commander via the chain of command. Most of the work and other programs may be suspended for a brief time.

4. If actual suspension of Title 15 Minimum Standards occurs, and lasts longer than three (3) days, a written report to the Board of State and Community Corrections (BSCC) is required. If suspension of standards lasts beyond 15 days, it will be necessary to obtain written approval from the chairman of the BSCC. Isolation of the actual ringleaders and segregation of others on grounds of circumstantial suspicion will remove the focal points of agitation from the rest of the inmate
group and lower the emotional temperature. Just as soon as it seems safe to do so, the return to work can begin with the objective of restoring the whole institution to normal.

III. USE OF FORCE

Conditions for Use of Firearms: Only that force deemed necessary and objectively reasonable to restore order will be employed. Condition for use of firearms and physical force are to be determined by factual circumstances of occurrence to protect persons from death or serious bodily injury and only when authorized by the facility commander or designee. Firearms and gas equipment may be utilized only where there is an immediate threat to life and there is insufficient time to secure the services of the Sheriff’s Special Enforcement Detail (SED).
PURPOSE

To define the usage of closed circuit television within a detention facility.

POLICY

Each facility equipped with closed circuit television cameras and monitors will ensure proper placement for viewing purposes. This equipment will be used for surveillance only.

PROCEDURE

I. Facility staff and supervisors shall inspect equipment daily to ensure that cameras, monitors, and recording equipment are functioning properly.

   A. The day shift sergeant in each facility equipped with closed circuit television equipment will check the equipment daily to ensure proper focus.

   B. Should repair be needed on any equipment, the sergeant will promptly notify the County Security Communications Office and the facility administrative staff.

II. Wherever possible, video monitors will be placed in such a manner to allow viewing by sworn personnel only, unless the area is shared with professional staff.

   A. Only security personnel will monitor areas where inmates may be observed unclothed such as safety cells and areas where strip searches are being conducted.

   B. Assigned staff monitoring areas of unclothed inmates will be the same gender of the inmate being viewed.
PURPOSE

To record routine and emergency situations involving inmates and overall housing unit activities.

POLICY

Deputies assigned to housing units on each shift shall maintain daily shift records of pertinent information regarding inmates and their activities.

PROCEDURE

I. All entries will be made in the Operations Logging Activities section of JIMS. The log entries mostly relate to our obligations under Title 15. It is our way of documenting activities and events that occur during shifts to use for possible future reference.

II. Log entries should be written in short, precise, accurate and businesslike form. The logs are subject to subpoena. Profanity and vulgarity will be avoided, unless quoting an inmate’s statement (which will be shown as a quotation).

It is the responsibility of the oncoming deputy to review entries in the log as a briefing on problems in the housing unit. Log entries should contain that which is necessary for maintenance of good communication, and continuity, between shifts.

III. The oncoming shift deputy shall review the following JIMS Web reports at the beginning of each shift; "Lower Bunk" and "Lower Bunk and Tier". Discrepancies will be resolved prior to end of shift. The JIMS Web report, "Prior Suicide Attempts" (PSA) will also be reviewed at the start of shift. Where feasible, inmates who have had a prior suicide attempt will be housed with a cellmate. Discrepancies will be addressed immediately. A JIMS entry shall be made in the area activity log confirming these reports were reviewed.

IV. In the event that JIMS goes off-line for an extended period of time, the following procedures will be followed to ensure continuity of documentation until JIMS is back on-line.

A. Scheduled Maintenance

   1. Immediately prior to the time at which the system is scheduled to be taken off-line, make an entry in JIMS stating that JIMS will be off-line for maintenance.

   2. Maintain written logs for however long JIMS is unavailable, using the JIMS Off-Line Activity Log (J-7 form).

   3. When JIMS becomes available again, make a log entry stating that JIMS is back on-line.
4. Enter all information from the J-7 forms into JIMS, making sure the activity times are accurate.

B. Unscheduled Loss of the System

1. Maintain written logs during the time JIMS is off-line, using a J-7 form.

2. When JIMS becomes available again, make a log entry documenting the time at which JIMS went off-line.

3. Make a second log entry stating that JIMS is back on-line.

4. Enter all information from the J-7 forms into JIMS, making sure the activity times are accurate.

C. Follow-up Procedures

1. J-7 forms will be reviewed by the team watch commander or designee to ensure that all information was accurately transcribed into JIMS.

2. J-7 forms will be retained at the facility for six months after use, after which they may be destroyed.

V. Sergeants are required to review JIMS Area Activity Logs at least twice during their shift. Reviews should be conducted in such a manner as to ensure compliance with the minimum standards required under Title 15. Sergeants will make a "Supervisor Log Review" entry in each area’s Area Activity Log showing that the check has been completed.

A. Each supervisor’s log review will extend back to the previous log review, to include the end of the previous shift when necessary.

B. The supervisor will explain any discrepancies found in the note section of their log entry.

VI. Lieutenants (watch commanders) are required to review JIMS Area Activity Logs at least once during their shift. The reviews should be conducted in the prescribed manner listed in Section V.
PURPOSE

To establish guidelines for the daily inspection of each facility by the facility commander or designee, and supervisory staff.

POLICY

Each facility commander or assistant facility commander, and a line supervisor shall visit and inspect the facility as outlined below. The line supervisor may also act as the facility commander’s designee.

The inspection should be unannounced and should assess security measures, adequate staffing of housing areas, housing conditions, inmate morale, quality of care (and supervision) inmates are receiving, etc. Supervisors shall prohibit staff from alerting other staff members that these supervisory rounds are occurring, unless such announcement is related to the legitimate operational functions of the facility.

PROCEDURE

I. The facility commander or assistant facility commander shall personally conduct an inspection of the facility at least once per pay period. The inspection will include walking all housing units checking for health and hygiene problems, maintenance issues, security issues and the overall condition of the facility.

At least three times per pay period, the shift watch commander is responsible for conducting an inspection of housing and operational areas. The watch commander shall perform the inspection twice on the (5) five, with at least (1) one day in between checks, and once on any day of the two on. The inspection shall be conducted in the form of a safety check paying attention to health and hygiene problems, maintenance issues, security issues and the overall condition of the facility to include all staff work areas, common areas used for access in and around their facility i.e. (walkways/stairs/elevators).

The designated security/housing sergeant is responsible for conducting an inspection of housing and operational areas. The sergeant shall perform the inspection once per shift. The inspection shall be conducted in the form of a safety check. The sergeant should verify that maintenance requests and other requests for upkeep and repair have been properly documented. He/she should also take other action as necessary to ensure adequate levels of security, supervision, cleanliness of cells/common areas and quality of care are being met.

During these safety checks, supervisors should walk with deputies and utilize this time for mentorship and leadership. In addition, supervisors shall inspect all staff work areas, common areas used for access in and out of facilities i.e. (walkways/stairs/elevators).
II. The results of these inspections, as completed by all levels of supervision, shall be entered in JIMS in the appropriate housing unit(s) area activity log, using the JIMS dropdown selection SUPV INSPECTION. Any unusual occurrences should be reported to the appropriate administrator, and to the facility commander. On a weekly basis, the facility commander shall review JIMS entries related to facility inspections by supervisory staff and follow up on areas of concern.
PURPOSE

To establish a standard procedure for daily key set control, and quarterly inspection and inventory of all facility key sets and keys.

POLICY

The control deputy on each shift shall be accountable for all the key sets in the facility. No keys are to be taken from the facility without the specific permission of the facility commander, or the watch commander.

PROCEDURE

I. DAILY KEY CONTROL

A. Oncoming deputies shall receive their keys from the off-going deputies they are relieving. Any off-going deputy whose position is not relieved shall turn their keys into the control deputy. Facilities which utilize the Key Watcher Touch System will develop guidelines within facility green sheets outlining their procedures.

B. The control deputy shall conduct a key count at the beginning of shift and complete a Key Control Roster. The Key Control Roster shall be retained until the completion of the next quarterly key inspection and inventory.

C. If a key set is not reported or accounted for during the key count, the control deputy shall notify the watch commander immediately. All reasonable efforts shall be made to locate the missing keys, including, but not limited to, searches and telephone contact with the last person known to have possession of the key set.

D. If the keyset is not located, the watch commander shall notify the facility commander without delay. An entry shall be made in the facility watch commander’s log.

II. QUARTERLY INSPECTION AND INVENTORY

A. Each facility shall maintain a master key control roster. The roster shall identify each key set by letter/number designation, list each key attached to the key set and the key set location.

B. Quarterly, the facility commander or designee shall conduct an inventory and physical inspection of these key sets. The results of this inventory and inspection shall be documented.
C. This inventory and inspection shall include all facility key sets, to include new or spare keys.

D. Any missing key set or individual key from a key set is to be reported to the watch commander, who shall notify the facility commander without delay. All reasonable steps shall be taken to recover the key set or key.

E. Failure to locate the key set or key shall be cause for the facility commander to notify the affected operation area commander without delay.

F. Any damaged keys or key rings requiring service shall be reported to the administrative sergeant. The administrative sergeant shall promptly have the keys or key rings repaired or replaced.
PURPOSE

To establish a duties list for each facility assignment.

POLICY

All facilities will have written Post Orders for each assignment located at each duty station. These Post Orders will be reviewed annually and updated as necessary. Each employee will be provided an opportunity to read and ask questions regarding each Post Order while in phase training. This information will be documented in the training file when completed.

PROCEDURE

I. Each facility will have a comprehensive narrative statement of the duties (Post Order) of each duty station within the facility. Included in this Post Order will be a chronological list of duties so anyone assigned will be able to ascertain what needs to be accomplished at any particular time during each shift.

II. The Post Order for each duty assignment will be available at all times (see page 2 for sample).

III. Post Orders will be updated whenever needed and will be reviewed annually to determine if additional updating is necessary. The facility commander shall sign and approve all updates and annual reviews to the Post Orders.

IV. Semi-annually (January and July) Post Orders shall be presented as briefing training topics at team briefings. Employees shall sign the training roster acknowledging they have received the training.

V. When an employee is assigned to a new duty station, he/she will:

   A. Read the Post Order.

   B. The employee will acknowledge that they read the Post Orders by signing the required reading portion of the facility training manual.
SAN DIEGO COUNTY SHERIFF’S DEPARTMENT
VISTA DETENTION FACILITY

Post Orders
West House Deputy

REPORTS TO: The Watch Commander

RESPONSIBILITIES & AUTHORITY: Within the limits of authorized Policy and Procedure the West House Deputy will maintain secure custody and control of inmates. He/she will supervise and visually monitor inmates. He/she will enforce laws and regulations related to the facility operation. He/she will ensure the health and safety of inmates in the West House.

SPECIFIC DUTIES: Upon arrival, the West House Deputy will be briefed by the off going deputy. He/she will account for all inmates. He/she will account for all security items and make necessary log entries. He/she will continuously monitor living conditions and report unsafe or unsanitary situations. He/she will ensure that the established itinerary (meal services, medications, inspections, programs, etc) is completed. He/she will maintain a clean workstation. He/she will perform additional duties as assigned.

CHRONOLOGY: AM – SHIFT

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>0730-0800</td>
<td>Shift Briefing/training</td>
</tr>
<tr>
<td>0800-0815</td>
<td>Account for all security items</td>
</tr>
<tr>
<td></td>
<td>Line up inmates for AM court</td>
</tr>
<tr>
<td></td>
<td>Line up inmates for medications</td>
</tr>
<tr>
<td>0815-0830</td>
<td>Conduct house count (via face cards &amp; zero floor list)</td>
</tr>
<tr>
<td>0830-1100</td>
<td>Line up called for visits</td>
</tr>
<tr>
<td>1100-1145</td>
<td>Monitor food and spoons</td>
</tr>
<tr>
<td></td>
<td>Feed inmates</td>
</tr>
<tr>
<td>1145-1200</td>
<td>Line up inmates for PM court</td>
</tr>
<tr>
<td>1200-1400</td>
<td>Line up called for visits</td>
</tr>
<tr>
<td></td>
<td>Line up inmates for programs</td>
</tr>
<tr>
<td></td>
<td>Line up inmates for medications</td>
</tr>
<tr>
<td>1400-1500</td>
<td>File new inmate face cards after housing run</td>
</tr>
<tr>
<td>1500-1600</td>
<td>Clean work station</td>
</tr>
<tr>
<td></td>
<td>Brief on coming shift</td>
</tr>
<tr>
<td>1600</td>
<td>End shift</td>
</tr>
</tbody>
</table>

PM SHIFT

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1530-1600</td>
<td>Shift Briefing/training</td>
</tr>
<tr>
<td>1600-1800</td>
<td>Account for all security items</td>
</tr>
<tr>
<td></td>
<td>Monitor food and spoons</td>
</tr>
<tr>
<td></td>
<td>Feed inmates</td>
</tr>
<tr>
<td>1800-2200</td>
<td>Line up inmates for medications</td>
</tr>
<tr>
<td></td>
<td>Line up inmates for programs</td>
</tr>
<tr>
<td></td>
<td>Line up called for visits</td>
</tr>
</tbody>
</table>
PURPOSE

To acquaint the detention deputy with the proper use of vehicle radios and appropriate radio etiquette.

POLICY

The vehicle radio will be used whenever prisoners are transported, transmitting on DTN Trans.

PROCEDURE

I. When transporting prisoners from one location to another, check out the next available facility radio unit number when checking out the transportation vehicle. This information is to be logged into the Jail Information Management System (JIMS) under the appropriate AREA for the facility under the event type of TRANS in the NOTES section. The following is an example of an appropriate JIMS log entry:

"50D19 – Deputy Smith, Radio #10, Vehicle #20123, Go Bag #1"

II. When ready to transport, advise the Communications Center on the air that you are en-route from one location to another, giving the number of prisoners being transported. This should be transmitted on DTN Trans. The following is an example of the appropriate radio transmission:

“50D19, 10-8, ARJIS 1234 en-route SDCJ with four 10-16’s”

III. Upon arrival at your destination, advise the Communications Center with a transmission such as:

“50D19, 10-97 at SDCJ”

IV. When transporting an inmate of the opposite sex, advise the Communications Center with a transmission of:

"50D19, 10-8, ARJIS 1234 en-route to LCDRF from VDF with one 10-16. Starting mileage 123,456"

V. Upon arrival at your destination, advise the Communication Center with:

"50D19, 10-97 at LCDRF, ending mileage of 123,578"
PURPOSE

To establish continuity among all facilities in alerting and summoning appropriate detention facility staff (professional and sworn) to emergency situations.

POLICY

All detention facilities shall implement and maintain the following emergency color code system. It is the responsibility of each detention facility staff member to be able to accurately identify the color code that corresponds to the occurring emergency.

PROCEDURES

In the event of an emergency, staff shall announce the color code associated with the specific emergency situation via radio, telephone, or other means of communication. The following colors and their respective emergency are as follows:

- Code Blue . . . . . . . Medical Emergency
- Code Green . . . . . . . Riot
- Code Orange . . . . . . . Fire
- Code Red . . . . . . . . . Deputy’s Alarm
- Code White . . . . . . . Escape
- Code Yellow . . . . . . . Hostage
PURPOSE

To provide for the safe storage and disposal of those items considered contraband or could be used as weapons in the jail.

POLICY

Any refuse items, which can be fashioned into a weapon by an inmate, will be properly stored in a secure area until it can be disposed of in a secure manner. Inmates and inmate workers will not handle or have access to this trash.

PROCEDURES

I. Regular trash is any trash generated by the facility that is not a security hazard. It will be properly bagged for removal.

II. Security trash is any trash that is considered contraband or which can be fashioned into a weapon by an inmate. All security trash generated by the dispensary and kitchen shall be properly bagged and secured in a designated area. Only deputies are permitted to remove security trash. Inmate workers shall not handle security trash except under direct supervision of a deputy.

III. Needles and syringes will be packaged separately from other security trash and stored in a designated area. They will be removed in accordance to Medical Policy and Procedure, Section 41.
PURPOSE

To identify special equipment used by the inmates or staff, which must be accounted for and kept in good working order.

POLICY

Deputies, at the beginning of each shift, will check all special equipment and appropriate log entries will be made to document the presence and condition of the equipment.

PROCEDURE

I. Each housing unit will be equipped with special items to be used by the inmates or staff. Examples of these items are nail clippers, hair scissors, hair ovens or pressing irons, razors, Survivair, stretcher, oxygen tank, fire extinguisher, etc. (Specific equipment will be identified at each facility.)

II. At the beginning of each shift, the deputy assigned to housing units will account for each item of issued equipment and record it in the Jail Information Management System Area Checklist. If a particular item of equipment is in need of repair or replacement the deputy will contact the administrative deputy. If possible, the administrative deputy will provide either a temporary or permanent replacement of the item. All emergency equipment will be examined or tested at the beginning of each shift.

III. The shift sergeant will be notified of any missing or damaged equipment.
PURPOSE:
To provide a means of secure storage and safe use of tools and equipment within a detention facility.

POLICY:
All tools and equipment, which could be potential weapons or means of security breaches, will be securely stored and/or accounted for at all times. An inventory of such items will be maintained and reviewed each time a tool is checked out.

PROCEDURE
Each facility will have a secure area where small hand tools such as pliers, screwdrivers, bolt cutters, etc., can be stored when not in use.

I. These items will be inventoried so it will be readily noticeable when one or more items have been removed. All such items will be checked out when needed, and checked in when no longer in use.

II. The administrative sergeant or designee will be responsible for control and inventory of the tools.
PURPOSE

To establish bureau-wide standards for the use of department vehicles.

POLICY

All vehicles assigned to the bureau are to be operated in a safe manner, in compliance with departmental regulations, and state and local laws.

PROCEDURE

I. PRE-OPERATION CHECKS

A. Vehicle condition report


2. These reports are kept at the facility level for thirty (30) days before they are purged.

B. Fuel, oil and coolant levels shall be checked for appropriate levels.

C. All of a vehicle’s safety equipment shall be checked for proper operating condition:

1. Brakes

2. Lights, turn signals, and emergency lights

3. Spare tire, jack and lug wrench

4. Emergency road flares

5. First-aid kit

D. Tires shall be inspected for excessive wear and proper inflation.

E. The condition of the vehicle’s body shall be compared to the vehicle damage report in the vehicle. Any differences should be immediately called to a supervisor’s attention.

II. ACCIDENTS

Any damage to a department vehicle shall immediately be reported to the shift supervisor. The supervisor will respond to the scene of any accident and submit appropriate reports.
PURPOSE

To establish Detention Services Bureau (DSB) safety guidelines for the use of a "rear observer" when operating department vehicles.

POLICY

Whenever possible, all Sheriff's department employees operating department vehicles in reverse shall use a "rear observer". The rear observer shall be in a position to control traffic and assist the driver in avoiding accidents.

PROCEDURES

I. DRIVER

   A. Whenever possible, the driver of a county vehicle shall utilize a rear observer when backing.

   B. When using a rear observer both the driver and the rear observer shall make sure there is a good line of communication between the two positions. A good line of communication is where the driver and rear observer maintain sight of the other and through mutual understanding agrees on specific hand signals to be used during the backing procedure.

   C. In the event the driver of the vehicle does not understand what the rear observer is trying to convey with the hand signals, the backing procedure shall be stopped until the signals are clarified and are understood.

II. REAR OBSERVER

   This position becomes extra eyes and ears for the driver. While the vehicle is being backed, the rear observer shall monitor the area around the rear of the vehicle. The rear observer should keep a close watch for other vehicles and persons moving around while the vehicle is in motion. The rear observer should be ready to give the signal to stop if any pedestrian, vehicle or other obstacle moves or is in the vehicle's path of travel. In the event the driver is not watching the rear observer and an emergency situation occurs, the rear observer shall get the driver's attention by voice or by slapping the side of the vehicle with an open hand to regain the driver’s attention.
PURPOSE

To establish procedures for the search of inmate cells, housing units and areas used by inmates.

POLICY

To ensure protection for inmates and staff by providing a safe and secure environment free of contraband, weapons, excessive personal property (which would provide fuel for fire), contagious diseases and vermin and to protect inmates from unreasonable searches.

PROCEDURES

I. CELL, HOUSING UNITS OR AREA SEARCHES

All conducted searches should be documented in JIMS. The entry should include areas searched and the employees who conducted the search.

A. SCHEDULED INSPECTIONS - Prior notice of the inspection is given to the inmates who may prepare their housing area for the inspection (i.e. cleaning the floors, bars, windows, etc., laying personal property out, etc.). This type of inspection is for cleanliness standards compliance and to evaluate adherence to rules and regulations as to the amount of personal property and jail issued property each inmate has. It should not result in the inmate-housing unit being left in disarray by the inspecting deputies. Inspections should not occur after 2200 hours or before 0600 hours.

B. UNSCHEDULED CELL SEARCHES - These searches are for the purpose of preventing violence, preventing escape, or controlling contraband. Searches are not to be conducted for the purpose of harassing, intimidating or punishing inmates. This type of search will necessarily cause the inmates' property and bedding to be inspected thoroughly, which may result in some disarray. The deputies conducting the search should make every reasonable effort to assure that the property is not destroyed or misplaced. This type of search may be done at any time.

C. Searches should not occur after 2200 hours or before 0600 hours on court nights, unless there are some exigent circumstances that would require an unscheduled cell search during these hours. The above time restrictions do not apply to hourly cell security checks performed day and night to reduce jail escapes, control contraband and prevent inmate assaults.
II. ENTERING CELLS OCCUPIED BY INMATES OF THE OPPOSITE SEX

Per Penal Code Section 4021 when the inmate is present in the cell an employee of the same sex as the inmate shall be present during the inspection or search of an inmate's cell.

III. PRIVILEGED COMMUNICATION

While conducting inmate cell searches and/or inspections, privileged communications (i.e. correspondence from State and Federal courts, any member of the State Bar or holder of public office, Citizens Law Enforcement Review Board (CLERB), Internal Affairs, Office of the Sheriff, the Board of State and Community Corrections (BSCC), PREA Auditor and facility commander or the assistant facility commander) may be examined for contraband pursuant to the search and/or inspection. However, privileged communications shall only be scanned for security concerns and validation of privileged content in the presence of the inmate.
PURPOSE

To provide guidelines for conducting counts of inmates.

POLICY

All inmates at each detention facility shall be accounted for. Sworn staff will physically conduct counts of inmates through various methods (soft count, hard count, head count). All soft and hard counts require sworn staff to verify each inmate's well-being for any obvious signs of medical or physical distress, trauma and criminal activity. In addition, sworn staff shall also ensure the environment is clear of any safety and or security hazards. Inmates away from the facility, for authorized reasons (e.g., at court, medical appointments, etc.), will be accounted for upon their return.

PROCEDURE

I. COUNTS DEFINED

A. Soft Count – A count of the number of inmates in a facility or housing unit which verifies each inmate’s well-being through verbal or physical acknowledgement from the inmate. It also determines if the correct numbers of inmates are currently in the facility or housing unit.

B. Hard Count – A count which verifies each inmate’s well-being through verbal or physical acknowledgement from the inmate, and uses one of the following methods to confirm the identity of every inmate in a facility:

1. Bar Code Reader (BCR)

2. Face Cards

3. Jail Information Management System (JIMS) Web Reports (i.e., Floor Count, Floor Evacuation List)

4. JIMS Operations Reports (i.e., Inmates Still in Booking, Inmate Roster by Last Name, etc.)

C. Head Count – A total count of the number of inmates in each area. A head count can be utilized any time a simple count outside the purviews of "soft count" & "hard count" is not required.
II. INMATE COUNT REQUIREMENTS

A. If any of the above listed counts are conducted in conjunction with a safety check, the procedures articulated in DSB P&P section I.64 shall be followed.

B. There shall be at least one verified and recorded hard count during each shift.

C. Three soft counts are required daily. These soft counts will occur during the time periods of 1700-1800, 1830-1930 and 0400-0500 hours.

D. A head count will be conducted during the first security check of each day shift. This head count shall occur prior to 0700 hours daily.

E. The watch commander may call for an additional count at any time deemed necessary.

F. A hard count shall be conducted between 0900-1200 hours (day hard count), and 2100-2300 hours (night hard count), using one of the methods described in section IB. During hard counts, verification of the inmate's identity will be done by comparing the wristband picture to the inmate and matching the booking number to the hard count method used. It is the responsibility of the watch commander to ensure this process is followed.

The watch commander is responsible for ensuring all counts are performed. Each facility shall develop Green Sheets outlining procedures for the time and method for these counts.

1. Day hard count

   Inmates in facility court holding cells at the time of day hard count will be accounted for using paper court lists. The paper court list shall be archived with the housing count sheets for each facility.

2. Night hard count

   Methods listed in section I.B shall be used to account for inmates during night hard count. If JIMS is unavailable to verify count, the watch commander may direct that any one of the remaining hard count methods be utilized to confirm the count. The watch commander will make a notation in the watch commander’s log.

G. During an emergency, the watch commander will direct that one of the hard count methods be performed to verify the count. Depending on the circumstances, the watch commander may direct a head count be conducted first, to quickly determine if an inmate(s) is missing.

H. If an escape is suspected, and the escape route is known, the watch commander may initially focus the count efforts in that area. However, a facility hard count will be completed as soon as practical.
III. DISCREPANCIES

Any discrepancies in the count shall be immediately resolved. If the discrepancy cannot be resolved, control and the watch commander shall be notified immediately.

IV. RANDOM COUNTS

Unscheduled, random inmate counts should be conducted periodically, at the discretion of the shift supervisor or watch commander.

V. DOCUMENTATION

All scheduled/non-scheduled counts will be documented in JIMS and all count sheets or lists (e.g., floor count, court lists, etc.) used will be archived in accordance with the department records management plan.
PURPOSE

To standardize the processing of hospitalized inmates and regulate the assignment of guards.

POLICY

It is the policy of the Sheriff’s Department to coordinate the hospitalization of any inmate in the custody of the Sheriff. Pre-arraignment, hospitalized arrestees, regardless of arresting agency, will not be booked unless arrested by a Sheriff's Deputy and admitted to UC San Diego Medical Center (UCSD). It will be the responsibility of the arresting agency to arrange for the arraignment of their hospitalized arrestee and to provide the security until the arraignment is conducted.

For those pre-arraignment, hospitalized arrestees arrested by a Sheriff’s Deputy, the Detention Services Bureau will assume the guarding responsibilities at the hospital. The arrestee will be pre-booked in absentia, but will not be booked until after arraignment unless admitted to UCSD. It will be the Law Enforcement Services Bureau’s responsibility to arrange for the arraignment. Once arraigned and committed to the custody of the Sheriff, the appropriate booking facility will book the arrestee in absentia.

For juvenile inmates in the custody of the Probation Department, the Sheriff’s Detention Services Bureau will assume hospital guarding responsibilities for inmates deemed dangerous and when an armed Probation officer is not available. Those juvenile inmates fitting these criteria can be found in the Jail Information Management System (JIMS) under the San Diego Central Operation Status Board, housing unit “JH.”

For pre-arraignment, hospitalized arrestees arrested by the Sheriff’s Department and post-arraignment, hospitalized inmates arrested by all other agencies, the facility's watch commander shall be responsible for the evaluation of the charges of any prisoner requiring hospitalization to determine the appropriate number of deputies to guard the prisoner.

For those inmates admitted to the Tri-City Medical Center Hospital Guard Unit (HGU), the HGU control deputy is responsible for maintaining entries in JIMS that reflect the names and booking numbers of all hospitalized inmates admitted into HGU.

San Diego Central Jail (SDCJ) will be responsible for entering admissions, housing changes, discharges and other information into the hospital log for all inmates being treated at any local hospital, except for those admitted into HGU.
PROCEDURE

I. ARRESTS BY THE SHERIFF'S DEPARTMENT

A. All arrestees admitted to a hospital are to be arraigned prior to being booked into a detention facility unless admitted at UCSD. After confirming the arrestee is to be admitted to a hospital, the transporting/arresting deputy will contact the watch commander at the appropriate booking facility, to request a guard. The deputy will provide the watch commander with the following information:

1. Full name of arrestee
2. Date of birth
3. Criminal charges
4. Name of hospital and room number of inmate

The watch commander will provide this information to the Jail Population Management Unit (JPMU). The JPMU deputy will run the arrestee’s criminal history and determine the appropriate custody level for the inmate. In addition to the custody level, the JPMU deputy shall advise the watch commander of any prior violent charges, escapes or walkaways.

The watch commander or designee shall review the arrestee's custody and risk levels to determine the appropriate security and restraints to be applied during escort and while under guard at the hospital. The security information shall be printed and provided to the transporting/guarding deputies prior to departing the detention facility.

When an arrestee is to be admitted to a local hospital, the watch commander at SDCJ will be notified to enter the prisoner’s name in the hospital log. For Sheriff’s Department prearraignment arrestees, a notation will be made in the log of the latest date and time that the arrestee can be arraigned to comply with 825 P.C. If the arrestee is not arraigned in compliance with 825 P.C., the deputy will be removed from guarding the arrestee.

B. If the arrestee is admitted to UCSD, it will be the responsibility of the arresting deputy to ensure that a Booking Intake/Personal Property Inventory (J-15) form and property bag are delivered to SDCJ. The arrestee will be booked in absentia. If the arrestee is admitted to any other hospital, it will be the responsibility of the arresting deputy to ensure that a Booking Intake/Personal Property Inventory (J-15) form and a property bag are delivered to the Detention Services Bureau deputy at the time he or she relinquishes custody of the arrestee. These items will remain at the hospital until the arraignment is conducted and then be transferred to the booking facility.

C. The deputy guarding the arrestee shall remain within sight of the arrestee at all times. For those arrestees admitted into HGU, the operational layout may prevent the deputies assigned to the unit from being in constant supervision of the arrestee.
due to being a secure hospital unit. In either case, the deputy guarding the arrestee shall ensure at least one leg is securely attached to a fixed location on the hospital bed/gurney, unless it would be medically unfeasible. If securing the arrestee is not possible, the deputy shall advise the respective watch commander or designee.

Removal or adjustment of restraints for medical procedures may be done at the request of the physician and the concurrence of a deputy. If the removal of the restraints is medically necessary, the deputy will utilize either sets of "Max Cuffs" (Nylon Flex Cuffs) or "The Grip Restraint Device" as temporary restraints during the procedure. At no time will the inmate be free of restraints. The transition from one device to another will be done so as the inmate is constantly restrained.

For use of restraints on pregnant inmates, refer to procedure IV of Detention Services Bureau Policies and Procedures section M.38.

D. Upon receipt of the J-15 form, the booking facility will pre-book the inmate in absentia, obtaining a booking number and place the name of the hospital in the remarks section.

E. As soon as practical following arraignment, the booking facility will dispatch a deputy to the hospital to complete the booking process (i.e. fingerprints, photos and necessary information to complete the booking sheet).

II. ARRESTS BY AGENCIES OTHER THAN THE SHERIFF’S DEPARTMENT

A. For agencies other than the Sheriff’s Department, it is their responsibility to guard their hospitalized arrestee until arraignment and remand to the custody of the Sheriff. Once the arrestee is remanded to the custody of the Sheriff, the local agency needs to telephone the watch commander at the appropriate booking facility and provide the following information:

1. Full name of arrestee
2. Date of birth
3. Criminal charges
4. Name of hospital and room number of inmate

The agency will also arrange for delivery of the J-15 form and property bag to the booking window at the booking facility.

B. The watch commander will provide the information listed in section II.A to the JPMU deputy. The JPMU deputy will run the inmate’s criminal history and determine the appropriate custody level for the inmate. In addition to the custody level, the JPMU deputy shall advise the watch commander of any prior violent charges, escapes or walkaways. A supervisor designated by the watch commander shall review the inmate's custody and risk levels to determine the appropriate security and restraints to be applied during escort and while under guard at the
hospital. The security information shall be printed and provided to the transporting/guarding deputies prior to departing the detention facility.

The watch commander at SDCJ is to be notified to enter the arrestee's name in the hospital log. The watch commander at Vista Detention Facility (VDF) will be notified of arrestees who require movement to HGU. Once the J-15 form and property bag are received, the watch commander will dispatch a deputy as appropriate to assume custody and complete the in absentia booking process (i.e., fingerprints, photos and necessary information to complete the booking sheet) as soon as possible.

C. Follow guarding procedures as outlined in section I.C.

III. ADMITTANCE TO HOSPITAL FROM A FACILITY

A. The transporting deputy will notify the watch commander at the inmate’s housing facility of the admission to the hospital.

B. Only admitted inmates will be accepted into HGU.

C. The watch commander at the inmate's housing facility should contact the JPMU deputy to obtain the inmate’s criminal history, booking information and record of institutional behavior or prior escapes. The watch commander or designee will also immediately communicate the admittance of an inmate at a local hospital to the SDCJ processing sergeant. The HGU control deputy shall be notified of any inmate admitted into HGU. The notification shall include all pertinent information necessary to place the inmate in the database.

A supervisor designated by the watch commander shall review the inmate's custody and risk levels to determine the appropriate security and restraints to be applied during escort and while under guard at the hospital. The security information shall be printed and provided to the transporting/guarding deputies prior to departing the detention facility.

D. Follow guarding procedures as outlined in section I.C.

E. “Green Band” inmates shall be guarded by two deputies while hospitalized.

F. Female inmates hospitalized for OB/GYN treatment shall be guarded by a female deputy. Pregnant inmates from Las Colinas Detention and Reentry Facility (LCDRF) and VDF may be temporarily housed in HGU until the inmate delivers her child. LCDRF and VDF are responsible for providing a female deputy to guard the inmate. However, female HGU deputies will assist in guarding pregnant inmates when on duty.

G. The following information will be provided to the SDCJ watch commander or the HGU control deputy:

1. Full name of inmate
2. Booking number
3. Name of hospital and room number of inmate

H. The housing facility watch commander shall ensure the following:

1. Deputies are scheduled 24 hours per day. If sufficient coverage cannot be located, other facilities may be queried with any overtime costs charged to the housing facility.

2. The inmate-housing screen is updated by facility staff to indicate that the prisoner is admitted to a hospital with or without a guard.

3. Facility medical staff is notified of the admission.

4. The respective housing deputy secures the inmate’s personal property in their housing area.

IV. CHANGES IN CUSTODY

A. When a hospitalized inmate is rebooked on a new case or has a change in their custody status, the detention processing technician (DPT) making those changes shall notify the watch commander.

B. The watch commander at SDCJ or VDF will be notified to evaluate any changes in the level of security.

C. If an inmate is released from the custody of the Sheriff while hospitalized at UCSD, the detention processing supervisor (DPS) will notify the processing sergeant of the pending release. The processing sergeant will contact UCSD at (619) 543-6737 and page the UCSD house supervisor alerting them of the pending release. The DPS will authorize the housing facility pre-release clerk to complete the online Hospital Hold Release (J-67) form and print two (2) copies. A copy will be placed in the custody record and the second copy will be given to the DPS together with the custody record.

The DPS or designee will FAX a copy of the J-67 form to the UCSD Admission’s Department at (619) 543-7797, the UCSD case manager at (619) 471-9095, and the Sheriff’s medical case manager at (858) 974-5737.

The processing sergeant at SDCJ will be immediately notified of the inmate’s release (date and time) and will make the necessary entries in the hospital log.

D. If an inmate is released from the custody of the Sheriff while admitted and/or hospitalized at HGU, the DPS will notify the VDF processing sergeant of the pending release. The VDF DPS will authorize the housing facility pre-release clerk to complete the online Hospital Hold Release (J-67) form and print two (2) copies. A copy will be placed in the custody record and the second copy will be given to the DPS together with the custody record.

The DPS or designee will FAX a copy of the J-67 form to the Tri-City Medical Center Admission’s Department at (760) 940-3796, the Tri-City Medical Center
case manager at (760) 940-7163, and the Sheriff’s medical case manager at (858) 974-5737. The DPT will prepare a packet for the deputy to take to the hospital, including the second copy of the J-67 form and the Final Release Report. The final DPT will ensure that any money on the inmate’s account is attached, as well as any additional paperwork, including the Property Report and Funds Receipt. The deputy will take the packet to the hospital and obtain the inmate’s signature where required. The J-67 form will be left at the nurses’ station. The deputy will bring any signed documents back to the facility DPS for processing.

Once an inmate is released from the custody of HGU, they will be removed from the unit by the HGU deputies and reassigned to a non-secured room off the floor.

E. The facility’s watch commander will notify the medical staff at the inmate’s housing facility of any changes in the custody status of any hospitalized inmate.

V. DISCHARGE FROM HOSPITAL

A. The guarding deputy shall notify the SDCJ watch commander or the VDF watch commander of the pending discharge.

B. The deputy or facility processing sergeant will notify the inmate’s housing facility watch commander of the pending return to the facility.

C. Upon return to the facility, the facility medical staff will be notified. A nurse will screen the inmate for return to an appropriate housing unit in cooperation with a JPMU deputy. All hospital records accompanying the inmate will be given to the facility medical staff.

D. The SDCJ processing sergeant will make the appropriate notations in the hospital log as to the disposition of the inmate, and the date and time that the deputies were relieved.

E. The floor deputy will be notified to retrieve the inmate’s personal property held in safe keeping and inmate processing staff will be notified to update booking information.

VI. SUPERVISORY HOSPITAL CHECKS AND DEPUTY MEAL RELIEF

The watch commander of each facility will ensure supervisory hospital checks are conducted a minimum of once per shift. For security purposes, the security checks, or reasons for not conducting the security check (staffing levels, major incident, facility workload, etc.), will be entered into the appropriate JIMS Area Activity Log and Watch Commander's Log. The processing sergeant of each facility will ensure deputies receive meal relief while working at a hospital. The areas of responsibility for each facility with regard to supervisory hospital checks and deputy meal relief are as follows:

1. SDCJ is responsible for the hospitals in the downtown area (e.g., UCSD, Thornton Hospital, Scripps Memorial Hospital La Jolla, etc.).
2. LCDRF is responsible for the hospitals in the East County area (e.g. Sharp Grossmont Hospital).

3. George Bailey Detention Facility is responsible for the hospitals in the Southern area (e.g., Sharp Chula Vista Medical Center and Scripps Mercy Hospital Chula Vista).

4. VDF is responsible for the hospitals in the North County area (e.g., Tri-City Medical Center and Palomar Medical Center).

VII. GO BAG

A. Prior to leaving the facility for the hospital, the transporting deputy will obtain a "Go Bag." The bag contains a variety of items to assist the deputy during their hospital guard deployment.

B. Each facility will maintain an inventory of "Go Bags," the COVRT Z.A.P. Bag. The goal is that each hospital run leaving the facility will have at least one. If multiple deputies are deployed to the same hospital there may not be enough bags for each deputy; attempts to coordinate any necessary items will be made. Contents of the bag are as follows;

1. Battery Charger
2. Extra Battery
3. Spit Masks (2)
4. Leg and Waist Chains
5. Max Cuffs (6)
6. Handcuffs
7. Cuff Cutter
8. 911 Tool
9. Grip Restraint (in selected bags according to the number assigned to the facility)

Each facility will develop a facility green sheet for the inventorying and deployment of the "Go Bags."

C. Extra Max Cuffs and Grip Restraints are available at UCSD and Tri-City.

1. UCSD: Restraints are located in a secured box within the MRI room. The secured box can be accessed with a 503 key.

2. Tri-City: Restraints are located in a locker within the Hospital Guard Unit (HGU) and can be accessed by calling the HGU.
PURPOSE

To establish a visual inmate identification system that is reflective of an inmate’s classification code.

POLICY

Upon entry into a detention facility, all inmates shall be assigned a specific color-coded identification wristband, and color-coded clothing.

PROCEDURE

I. An identifying wristband will be secured on the inmate’s left wrist (except in case of amputation, prosthesis or cast).

   A. Inmates will be assigned a booking number during the pre-book process. When the Jail Information Management System (JIMS) wristband prints, it will have a color thumbnail photo of the inmate, identifying barcode, booking number, JIMS number, name and date of birth on the paper insert. The wristband will be heat sealed and placed on the inmate’s left wrist by sworn staff. The wristband shall be placed on the wrist in a manner that prevents removal by the inmate.

   B. The JIMS wristbands are color-coded and are the only acceptable form of identification for an inmate:

      1. Purple – Misdemeanor arrests that qualify for the book and release program.

      2. White – Inmate workers.


      4. Red – Inmates housed in designated acute mental health housing areas (Psychiatric Stabilization Unit [PSU], Women's Psychiatric Stabilization Unit [WPSU], and Jail Based Competency Treatment [JBCT]).

      5. Yellow – Protective custody (P/C).

         Yellow banded inmates designated as “keep separate all” (KSA) will have a gray striped paper insert.
6. Orange – Inmates housed in administrative segregation (Ad. Seg.).

Orange banded inmates with documented safety concerns will have a yellow striped paper insert.


8. Green – Inmates deemed to present an escape risk, assaultive behavior, or having threatened to assault staff.

a. Inmates that have been sentenced to life, or death, will automatically be given a green wristband. Inmates identified by the District Attorney’s office as being a defendant in a death penalty case will also be given a green wristband.

b. Inmates with special conditions and/or hazards of escape risk and/or assaultive will be given a green wristband.

c. Any other inmate who, through their actions or words, causes staff to believe that the inmate meets the criteria (sections a and b above) for a green band will be considered for green band status. This requires staff to prepare an incident report outlining the circumstances/information justifying the inmate’s reclassification to a higher custody level.

i. The shift supervisor shall review and approve the incident report.

ii. Facility staff shall notify the Jail Population Management Unit (JPMU) staff of the incident and request a classification re-evaluation. For facilities without assigned JPMU staff, or 24-hour JPMU staff, these requests will be directed to the SDCJ JPMU.

iii. JPMU staff will review all requests for inmate classification re-evaluations. If a request is deemed appropriate, the classification code changes will be updated in the "evaluation update" screen in JIMS. To provide consistency and accountability, only JPMU staff are authorized to make changes to an inmate’s custody/classification level (1-6).

iv. The inmate’s wristband, clothing and housing assignment will not be changed until after the review and reclassification of the inmate has been approved and completed by JPMU.

d. Green banded inmates shall be housed only at SDCJ, VDF, GBDF and LCDRF.
e. Green banded inmates who are also classified as protective custody will have a yellow striped paper insert.

f. Green banded inmates who are also classified as administrative segregation will have an orange striped paper insert.

C. RED STRIPED INSERT

Inmates who are pregnant or require a special housing accommodation will have the red striped paper insert on their wristband. The red striped paper insert will alert staff that the inmate is either pregnant or requires a special housing accommodation. Inmates with a red striped paper insert may need to avoid simple physical stress which may include, but is not limited to, prolonged standing, climbing stairs, lifting a mattress, etc.

II. It is the responsibility of facility housing deputies to check the inmates’ wristbands during night hard count. When a deputy discovers a wristband in need of replacement (due to normal wear and tear), the deputy must ensure it is replaced with a new band of the same color by the end of shift. In the case of a deliberately damaged wristband, the deputy will record the details in an incident report and submit it to the sergeant for follow-up. Inmates that refuse to wear a wristband will be handled in the following manner.

A. If the inmate is in mainline housing, he/she shall be isolated or moved to administrative segregation for security reasons. Once the inmate complies, the inmate may be returned to mainline housing.

B. An incident report shall be written and submitted to the sergeant for follow-up. The inmate shall be contacted on a weekly basis to determine if he/she is willing to comply. For continued non-compliance, a new incident report shall be written and forwarded to the facility administrative sergeant for follow-up. In an effort to correct behavior, progressive discipline shall be implemented.

C. Inmates that refuse to wear a wristband shall lose certain privileges that require a wristband to verify identity. Examples of these privileges include but are not limited to the following:

1. Commissary
2. Social Visits
3. Programs

D. Inmates that refuse to wear a wristband shall be waist chained prior to leaving the housing unit. For identity and security purposes, the deputy shall place the inmate’s wristband on the waist chain near the left wrist.
III. Plastic fasteners are available via the watch commander for those inmates who are allergic to the metal fasteners or may use the metal fasteners for self-injury.

IV. Facility specific wristbands or markings will be placed on the right wrist of the inmate (in the case of amputation, prosthesis or cast, facility specific wristbands will not be used). Facility green sheets will be written explaining the reason for these bands. The left wristband colors will not be utilized for facility specific (right) wristbands. The facility specific (right) wristband must be a non-JIMS wristband and cannot be utilized for identification purposes.

V. If an inmate is picked up from another agency, and is identified as being assaultive towards staff, an escape risk or is sentenced to life or “death row” the transporting deputy will place a green band on the inmate’s left wrist and take appropriate transporting security measures. The transporting deputy shall obtain as much pertinent information as possible from the agency. Upon their return to San Diego, the transporting deputy will complete an incident report detailing the information and notify the intake deputies at the detention facility where the inmate is received. The housing facility will be responsible for notifying JPMU staff (in accordance with Subsection I.B.8.c.iv above).

VI. WRISTBAND REPLACEMENT

A. The housing deputy will positively identify the inmate. This can be done in the JIMS. Once identified, the deputy will record the information in the JIMS, make a new wristband of the same color and fasten the band on the inmate’s left wrist (or on the right wrist if the left is amputated, a prosthesis or in a cast).

B. The deputy must re-band the inmate as soon as possible utilizing the re-band kit located in each housing area.

VII. INMATE CLOTHING CODE

Inmate clothing is color-coded to provide staff with a visual cue as to the inmate’s classification, housing assignment or security concerns.

A. White – Worn only by inmate workers assigned to work in the kitchen. Inmates are not authorized to wear “whites” in lieu of their assigned tan clothing while in their housing units, in other areas of the facility (e.g., visits, programs, housing unit) or when leaving the facility (e.g., court, etc.).

B. Tan – Worn by inmate workers.

C. Blue – Worn by inmates housed in mainline population.

D. Green – Worn by inmates designated as escape risks; assaultive behavior or having threatened to assault staff; sentenced to life or having been sentenced to death. Inmates identified by the District Attorney’s office as a defendant in a death penalty case will also wear green clothing.
PURPOSE

To establish a uniform procedure for conducting in-custody and out-of-custody line-ups within the detention facilities.

POLICY

Identification line-ups will be provided pursuant to request from the Office of the District Attorney, police agencies or upon competent court order.

PROCEDURE

I. LINE-UP ROOM LOCATIONS

The San Diego Central Jail (SDCJ) and the Vista Detention Facility (VDF) are the only two facilities that can accommodate an identification line-up.

II. IN-CUSTODY LINE-UPS

A. All line-ups will be scheduled by the on duty court deputy or in his/her absence; a control deputy will coordinate the event with the watch commander.

B. To ensure that inmates housed at other facilities arrive at SDCJ or VDF for their line-up, the court deputy will schedule the suspect for a live line-up and the following should be completed in JIMS. To schedule an inmate for a line-up, complete the following steps in JIMS: Go to IMS; click on schedule; click on schedule events; type in booking number; go to find; click on add; type in line-up in Event Type; schedule date and time of line-up; and, under comments, type in line-up for the designated deputy (name and arjis).

C. Line-ups will be scheduled Monday through Friday (except holidays). No more than two line-ups should be scheduled in the morning, or afternoon; times will be established by each facility.

D. Line-ups should not be accepted with less than two working days notice in order to facilitate a search for similar appearing inmates to form a line-up panel. Under exigent circumstances (i.e., the suspect will be released without a complaint being filed unless identification is made), requests for live line-ups may be on shorter notice with the approval of the watch commander.

E. All inmates participating in line-ups for the purpose of identification as a suspect shall have legal counsel present at the line-up. If the inmate does not have retained or
appointed counsel present, an attorney may be obtained by contacting the Public Defender’s Office.

F. Inmate participants (excluding the subject of the line-up), shall receive either two welfare packs or grilled food (i.e. hamburger and fries) from the kitchen. It is the discretion of the court deputy whether he/she will allow the participating inmates a special one hour social visit or allow the inmate to have one free telephone call.

III. OUT-OF-CUSTODY LINE UPS

A. Out-of-custody line-ups will be conducted pursuant to a valid court order and subject to all of the requirements of the foregoing.

B. Scheduling of out-of-custody line-ups will not be considered complete until all of the following items and/or requirements are received:

1. Valid court order

2. Recent color photograph.

3. Complete physical description.

C. The subject of an out-of-custody line-up will report to SDCJ or VDF one hour prior to the scheduled line-up. Upon arrival, the court deputy or other designated personnel will be provided with a copy of the court order for an out-of-custody line-up and a valid picture I.D.

D. The subject of an out-of-custody line-up, upon entry to SDCJ or VDF, will be subject to all rules and regulations governing within that particular facility.

E. The court deputy or other designated personnel will prepare and attach to the subject’s left wrist a blue jail I.D. band containing the subject’s last name, first name, middle initial, date of birth and the words “line-up”.

F. The subject of the line-up will be searched and dressed out in jail clothing. Then he/she and his/her clothing will be turned over to the court deputy in the line-up holding area.

G. At the conclusion of the line-up, the court deputy will arrange to have the subject dressed out in his/her street clothes, property returned, and released.

H. Any weapon entering the facility with the subject of an out-of-custody line-up will be placed into a weapons envelope and taken to the information window where the subject may claim it after release.
PURPOSE

To provide a uniform security procedure for inmate movement outside the housing units.

POLICY

When outside of their housing units, inmates must go directly to a designated destination with or without escort.

PROCEDURE

I. HOUSING UNIT DEPUTY

Upon notification of inmate movement (i.e. court appearance, clinic, visit/interview, etc.), the deputy will notify the inmate of the pending action. All inmates leaving/returning to the housing unit shall be appropriately logged in the Jail Information Management System. Additionally, a pat-down search for contraband shall be conducted on each inmate, upon leaving and upon returning to their assigned housing area.

II. ROVER DEPUTY

A rover deputy may be dispatched to escort the inmate to his/her destination or holding area as expeditiously as possible (if escort is required). The rover will verify identifying information against the inmate’s wristband. When ready to return, a rover will escort the inmate back to the housing unit. At every point in the inmate’s movement, deputies will confirm the inmate’s identity against his/her wristband and conduct a pat-down search for contraband.

III. COURT PRECEDENCE

A. Court requests take precedence over all other movement requests.

B. Order to Show Cause (OSC) Hearings

1. Inmates scheduled to appear for an OSC Hearing who have a signed Parolee-Attorney Decision Form waiving their appearance at the hearing do not need to attend the hearing.

2. If an inmate is scheduled for an OSC Hearing and refuses to attend, the watch commander will notify the deputy district attorney at 619-531-3564. The District Attorney's Office may opt to cancel or waive the inmate’s appearance at the hearing.
3. Cell extractions will not normally be conducted in the case of an inmate’s refusal to attend an OSC Hearing.

IV. INMATE MOVEMENT

A. Mainline Inmates

1. All inmates being moved are required to keep their hands in their pockets or waistbands, and walk in single file. During inmate movement, no communication is allowed between inmates.

2. There will be at least one deputy required to escort up to five inmates. If there are more than five inmates, an additional deputy(s) will be required.

3. Deviation from this procedure section, for specific groups of inmates (i.e. inmate workers, inmates attending programs, etc.) and reentry facilities such as, East Mesa Reentry Facility and the Las Colinas Detention and Reentry Facility, shall be outlined via a facility green sheet.

B. Green Banded Inmates

1. Inmates classified as “Green Banders” will be chained at the waist and the legs prior to leaving their assigned housing unit. A hobble chain may be used to limit mobility. This is a waist chain that is connected from the waist chain down to the leg chains. It may be applied in the front or back. The escorting deputies should take into consideration if the inmate will be sitting down. The best practice for the seated position would be a hobble chain applied to the front.

2. Green banded inmates are to be escorted by at least two deputies at all times.

3. Green banded inmates are to be moved individually and not in conjunction with other inmate movement (i.e. moving one green banded inmate with two deputies and other mainline inmates to a housing unit).

4. Facilities shall develop guidelines within facility green sheets outlining procedures for the movement of green banded inmates within the housing unit.

C. Pregnant Inmates/Inmates Recovering From Pregnancy

Pregnant inmates and inmates recovering from pregnancy shall be restrained only where permitted by Detentions Policy and Procedures section I.57, III (A).

V. COOPERATION AND COORDINATION

To ensure a smooth and efficient operation, it will be necessary to coordinate all inmate movement with detention personnel who will be directly involved (i.e. control deputy, module deputy(s), rovers, detention information assistants, court deputy, etc.). Professional staff and sworn staff must cooperate in order to avoid confusion resulting from a break down in communication.
PURPOSE

To establish guidelines and procedures for inmate searches.

POLICY

All inmate searches shall be conducted with the purpose of providing a safe and secure environment for inmates and staff in compliance with legal standards (Bull v. City and County of San Francisco, 595 F.3d 964 9th Cir. 2010]).

For searches (body scanner, strip search, pat-down, etc.) of transgender or intersex inmates see Detentions Policy R.13. Inmates who identify as transgender or intersex shall not be subject to a strip search or body scan, prior to being interviewed by the Jail Population Management Unit (JPMU), unless exigent circumstances exist.

PROCEDURE

I. DEFINITIONS

A. Intake search – initial search of an inmate prior to booking. May include a pat down search in the receiving sally port, a body scan, and an inventory/verification of inmate property obtained from the arresting officer.

B. Strip search – any search that requires a person to remove or arrange some or all of their clothing to permit visual inspection of the underclothing, breasts, buttocks, genitalia, or body cavity.

C. Body scan – X-ray technology used to produce an image revealing the presence of contraband concealed on or inside a person.

D. Clothing exchange – the exchange of an inmate’s personal clothing for facility clothing.

E. Body cavity – the stomach or rectal cavity of a person, and the vagina of a female.

F. Physical body cavity search – the physical intrusion into a body cavity for the purpose of discovering or recovering any concealed contraband.

G. Reasonable suspicion – the belief, based on specific and articulable facts, that an inmate may be carrying or concealing contraband.

H. General population housing – as used in this section refers to all housing areas, as distinguished from temporary holding areas.
I. Transgender – a person whose gender identity (internal sense of feeling male or female) is different from the person's assigned gender at birth.

Intersex – a condition in which a person is born with external genitalia, internal reproductive organs, chromosome patterns, and/or an endocrine system that does not fit typical definitions of male or female.

II. BODY SCAN

A. Only staff that has successfully completed training on the SecurePASS Body Scanner shall operate the device.

B. All persons conducting the body scan or otherwise within sight of the visual display of the body scan (e.g., monitor, image) shall be of the same gender as the inmate being scanned, except for physicians or licensed medical personnel. Furthermore, body scan viewing monitors or generated images shall only be viewed by authorized personnel (sworn staff, medical staff) and shall not be in an area with direct view by inmates.

C. Inmates who are known to be pregnant will not be subjected to a body scan.

D. With the exception of the inmate being scanned, all other persons shall remain outside of the "ion curve" area clearly outlined on the floor around each scanner device while a scan is in progress.

E. All arrestees will be subject to a body scan prior to being placed in general population housing.

1. In the event an anomaly appears within a subject's body, the deputy conducting the scan will inquire with the arrestee to identify the anomaly. If the anomaly is believed to be concealed contraband, the deputy will ask the arrestee to voluntarily turn over the item(s). The deputy will utilize a private area to obtain the contraband. Once the deputy has obtained the items, the arrestee will need to be re-scanned to verify all contraband was removed.

2. Staff operating the body scanner shall save the image in the "positive tab folder" with a descriptive label for future reference and or comparison. Staff may pursue a supplementary x-ray, if the technician is available, and facility operations allow.

3. If the anomaly is still present on the body scan and/or x-ray, and the arrestee is suspected of concealing contraband, the arrestee shall be assessed for placement on Contraband Watch (See Detention's Policy J.8 for procedure). If deemed necessary, a search warrant will be obtained for the retrieval of the contraband.

F. All in-custody inmates may be subject to a body scan to include:

1. Inmates who are returning to the facility from court, clinic runs, temporary out-of-custody, work assignments, or any other event that caused the inmate to be removed from the secure area of the facility.

2. Inmates returning from social or professional contact visits.
Inmate workers returning to their housing unit after performing their assigned duties.

G. In the event a new arrestee or in-custody inmate refuses to undergo a body scan, staff shall not use physical force to compel their cooperation.

1. If this occurs during the intake process, the arrestee shall be separated from those inmates who have already been scanned and be strip searched in accordance with procedure III of this policy.

2. If an in custody inmate refuses a body scan, they shall be strip searched in accordance with procedure III of this policy.

III. STRIP SEARCHES

A. Strip searches shall be conducted in an area that provides inmates as much privacy as possible without compromising facility security. Strip searches shall be conducted in an area of privacy so that the search cannot be observed by persons not participating in the search.

B. All persons conducting or otherwise present during a strip search, or within sight of the inmate, shall be of the same gender as the inmate being searched, except for physicians or licensed medical/clinical personnel. Inmates who identify as transgender, intersex, or non-binary (refer to DSB P&P R.13 Transgender, Intersex and Non-Binary Inmates).

C. Persons conducting a strip search shall not touch the breast, buttocks, genitalia, or body cavity of the person being searched.

D. Inmates who refuse a body scan shall be strip searched immediately preceding their placement with other inmates or into general population housing. However, no strip search will be conducted on an inmate until at least one hour after a wants/warrants check has been completed and a total of at least three hours has elapsed from the time of initial booking into a detention facility (except as provided in subsection G). The clearance of wants and warrants marks the point at which Inmate Processing Division (IPD) personnel will begin accepting bail bonds. The timeframes outlined within this section will ensure inmates are provided the opportunity to post bail within a reasonable time (not less than three hours) prior to being subject to a strip search.

E. Strip searches will not be conducted on inmates who are being “booked and released,” in the process of posting bail, or when it is not intended that the inmate will serve any time in custody beyond the time necessary to complete the booking process.

F. Inmates may be strip searched any time they are returning to their housing unit or there is reasonable suspicion to believe the inmate may be concealing contraband or weapons. Additionally, inmates are subject to strip search during scheduled or unscheduled housing unit searches, weekly hygiene inspections, laundry exchanges, criminal investigations, etc.

G. Any inmate may be strip searched before it is determined that he or she will be placed in general population housing, if a deputy has reasonable suspicion to believe the inmate is concealing contraband or weapons in a manner that would not be detectible by a pat
down search. Reasonable suspicion may not be based solely on the nature of the arrest and must be based on factors observed by the deputy. Prior to conducting a strip search based on reasonable suspicion, the deputy will complete a Strip Search Authorization Request (J-52) form. The request must be approved by the on-duty watch commander before the strip search is conducted.

Inmates who refuse a body scan and are eligible for, but do not intend on posting bail, may sign the J-52 form to indicate they chose to forego the three-hour waiting period and request to be strip searched and housed after completing the booking process.

Inmates who refuse a body scan and are booked on charges with no bail or not eligible for bail, may be strip searched and housed before the three-hour period has elapsed. The J-52 form will be completed to indicate the charge(s) or reason(s) why the inmate was not eligible for bail.

H. Group strip searches of inmates may be conducted only if the individual privacy of each inmate is provided for. Meaning, the inmates participating in the strip search do not have direct observation of each other and they cannot be observed by staff and/or inmates not participating in the strip search. This includes conducting group strip searches in module living areas during searches, while processing court returns or any other time that requires an inmate to rearrange their clothing to permit the inspection of the underclothing, breast, buttocks, genitalia or body cavity in a group setting.

IV. NON-COOPERATIVE INMATES

Arrestees who meet the requirements of a mandatory strip search per this section and refuse to cooperate in the strip search will be strip searched observing the following:

A. Only force that is reasonable and necessary to conduct the search will be used.

B. Prior to strip searching non-cooperative inmates, deputies shall notify a supervisor and receive approval.

C. Every effort will be made to have a sworn supervisor, of the same gender as the inmate, directly supervise, but not participate in the forced strip search. If the supervisor and the inmate are of the opposite gender, the supervisor will remain in the immediate area, but not within the line of sight.

D. The supervisor will have forced strip searches of non-cooperating inmates digitally recorded on a handheld device. The digital recording shall capture the supervisor explaining to the inmate that he/she is being recorded and requesting the inmate to voluntarily cooperate with the strip search procedures. The supervisor should also explain on the recording what will happen if force is used to gain compliance.

E. When at all possible and to minimize potential injuries, the forced strip search will be conducted in a safety cell.

F. A NetRMS Use of Force Report will be completed per Addendum F and Detention P&P I.89.
G. In the event deputies are summoned to assist with a combative inmate of the opposite gender during the strip search process, every reasonable effort will be taken to cover the inmate prior to being contacted.

V. PAT DOWN SEARCHES

A. Absent exigent circumstances, deputies will at a minimum, pat down inmates under the following conditions.

1. Prior to the inmate being transported out of the facility.
2. Prior to a professional or social contact visit.
3. Following a professional or social contact visit.
4. Returning to housing unit from programs.

B. At any time, all inmates are subject to pat down searches, metal detector screenings, and examinations of their clothing and belongings.

C. Pat down searches of inmates shall be conducted by sworn staff members of the same gender identity as the inmate, unless otherwise stated by the inmate's search preference on the Voluntary Gender Identity Statement of Preference Form (J-350). If no deputy is reasonably available that is of the same gender identity as the inmate (or the inmate's search preference), a deputy of a differing gender may conduct the pat down.

Sworn staff conducting pat down searches on inmates with a different gender identity than their own (or differing from the inmate's stated search preference on the J-350 form), shall document the incident in each inmate's Jail Information Management System (JIMS) history utilizing the drop down "PDS – Pat Down Search."

VI. URINALYSIS TESTING

A. The East Mesa Reentry Facility is the only facility authorized to conduct urinalysis testing at this time. Sentenced and un-sentenced inmates may be subjected to random urinalysis testing for the purpose of detecting the use of illegal substances. Only trained sworn staff will administer and evaluate the test.

B. At least once per month, the facility commander or their designee will perform a lottery to determine which group of inmates will submit to urine testing. After a test group has been determined, deputies will collect urine samples and process the Panel-Dip substance abuse screening devices.

C. All persons conducting or otherwise present during a urinalysis test shall be of the same gender as the inmate being tested. Multiple inmates can submit to a urine sample simultaneously, in the same area, only if the individual privacy of each inmate is provided for.

D. Positive urinalysis results will be followed up with a confirmation analysis by Redwood Toxicology Laboratory. Confirmed positive tests will result in internal disciplinary action and or a criminal complaint filed with the district attorney.
E. Refusal to submit to urinalysis testing will result in administrative discipline. In addition to administrative discipline, inmate workers who refuse to submit to testing may also be dismissed from their work assignment.

F. Urinalysis testing can be used as an investigative resource to narrow down suspects in a group setting (i.e., the smell of marijuana smoke in a dayroom module).

VII. BODY CAVITY SEARCHES

No physical body cavity search or seizure shall be conducted without a search warrant. Contract medical personnel will perform the physical body search. If necessary, deputies may assist with restraining the inmate. If force is used, a use of force report shall be written and submitted in accordance with Detention P&P I.89. Under no circumstances shall sworn personnel conduct such a search.

VIII. COURT RELEASES

It is to be expected that inmates returning from court may have been granted a release from custody. Detention facility personnel shall make every effort to investigate any inmate’s claim that they were granted a release from the court. Until confirmation can be made by contacting the court and/or detention processing staff, detention facility deputies shall not conduct a strip search of the inmate.

However, to maintain the security of the facility and safety of staff and inmates, deputies shall conduct a pat down search of these inmates for contraband and/or weapons.
PURPOSE

To establish the appropriate level of security staffing, restraint equipment, and security precautions when transporting inmates.

POLICY

All personnel responsible for transporting inmate(s) shall obtain pertinent security and/or classification information in order to determine appropriate security measures necessary to complete the transport. Universal precautions are to be followed when transporting inmates.

PROCEDURES

I. RESPONSIBILITIES OF THE TRANSPORTING DEPUTY

A. Deputies transporting inmates must be cognizant to the potential security risk of all inmates in their custody. After accepting custody of inmate(s) from a facility, the transporting deputy assumes the responsibility for the safety, welfare, and security of the inmate under their supervision. The transporting deputy will ensure the search of the inmate and the transportation vehicle is conducted before and after every prisoner transport. If the inmate is of the opposite gender, the transporting deputy will take measures to follow appropriate procedures in place (Detention Services Bureau Policies and Procedures [DSB P&P] section I.52).

B. All deputies must be aware of related policies for transportation of inmates, restraint equipment, escape procedures, universal precautions and report/document processing.

C. Deputies must be aware of the inmate classification system and appropriate security measures to be used when transporting inmates. Seatbelts will be applied to inmates, unless it would create a potential injury situation to the deputy and or inmate.

D. Deputies shall wear their assigned ballistic vest, be armed and possess the proper license to operate the vehicle they will be driving.

E. Deputies transporting inmates will utilize vehicle radios as well as portable radios and maintain contact with the Communications Center. Deputies will advise the Communications Center that they are in service, the number of inmates being transported and their destination.

F. If any unusual occurrences develop during the transport, the Communications Center shall be notified as soon as practical. The Communications Center shall notify the appropriate detention facility supervisor.
G. Medical staff shall inform transporting deputies of any precautions to be taken (i.e., requiring the use of personal protective equipment (refer to Medical Services Division P&P section C.3), evaluate the type of restraints to be used on dialysis patients, etc.).

H. For inmates transferring to prison, the Confidential Medical/Mental Health Information Transfer Summary (J-204 form) is to be placed inside the transfer envelope (J-270). The J-270 envelope is used to alert transporting deputies of inmates with universal and respiratory hazards in order for staff to take necessary precautions.

II. GREENBAND TRANSPORTS

A. The only inmate with a higher security risk than a green bander is an inmate with no wristband. This inmate should be treated as a green bander until such time as the deputy can determine an appropriate status. Green banders should be handled as follows:

1. Research the reason the inmate is green banded.

2. Thoroughly pat down the inmate.

3. Two deputies are required to transport.

4. Always use the restricted padlock leg chains and waist chains. The inmate shall have his/her arms crisscrossed in front of them prior to having their hands cuffed with the waist chain cuffs.

B. When green banders are transported to a medical appointment, deputies will not relinquish supervision of the inmate to anyone. The inmate shall be chained to the bed by at least one leg or waist chain cuff, unless medically unfeasible. A hobble chain (as defined in Detention P&P I.93) may also be used to limit mobility. Both armed deputies shall remain within sight of the inmate at all times. Removal of restraining equipment during medical examinations will be done at the request of the physician with the concurrence of a deputy. If it is medically necessary to remove restraints, the deputy will use the "Max Cuff" or the "Grip Restraint Device" as directed in Detention P&P I.93. Green banded inmates shall never be completely unrestrained at any time. If problems are encountered, the deputy shall notify their supervisor.

III. OTHER TRANSPORTS

A. Except where prohibited by this section, inmates should be transported in leg and waist chains with cuffs double locked, unless medically contraindicated. If deemed necessary, the inmate can be crossed chained. Prior to departure, a deputy will conduct a pat down search of the inmate. Upon arrival to a medical facility, the inmate shall be chained to the bed by at least one leg or waist chain cuff, unless medically unfeasible. If medically necessary to remove restraints, the deputy will employ use of "Max Cuff" or "The Grip Restraint Device" as directed in Detention P&P I.93. The transporting deputy shall remain within sight of the inmate at all times. Removal of restraining equipment during medical examinations will be done at the request of the physician with the concurrence of a deputy. If problems are encountered, the deputy shall notify their supervisor.
As per Penal Code section 3407, an inmate known to be pregnant, or in recovery after delivery, shall not be restrained by the use of leg irons, waist chains, or handcuffs behind the body. A pregnant inmate in labor, during delivery, or in recovery after delivery, shall not be restrained by the wrists, ankles, or both, unless deemed necessary for the safety and security of the inmate, the staff, or the public. For use of restraints on pregnant inmates, refer to procedure IV of DSB P&P section M.38.

B. When detention deputies are required to transport an inmate to the hospital or other institution, it shall be the responsibility of the watch commander at the affected detention facility to evaluate the classification of the inmate and determine appropriate security measures to be taken.

C. One deputy will generally transport no more than one inmate. The watch commander may authorize exceptions. In the instance of medically incapacitated pregnant inmates or releases, more than one inmate may be transported by one deputy. These instances will be evaluated on a case-by-case basis.

D. All inmates transported for medical evaluation to an emergency department must stay until a medical decision is made regarding their care and treatment.

In the event an inmate is transported to a specialty appointment and is unable to complete the visit/evaluation, the following will be implemented:

1. When the allotted waiting time of 30 minutes from the time of the appointment is exceeded, the deputy will contact the Prisoner Transportation Detail (PTD) sergeant.

2. Prior to leaving the clinic, if the inmate refuses the appointment or the deputy is unable to wait the additional time, the deputy will contact the PTD sergeant.

3. The PTD sergeant will coordinate with the appropriate clinic liaison as needed.

E. Refer to DSB P&P section I.45 if an inmate is admitted to the hospital.
PURPOSE

To establish guidelines and protocol for Central Control responsibilities, in order to maintain the safety and the security of the facility.

POLICY

Central Control deputy will be responsible for manning the Control Room at all times. Central Control will monitor facility access, key control, coordinate the facilities internal and perimeter security; monitor the operation of the various cameras, alarm and communications systems. Central Control will be the primary source for communicating and disseminating information during critical and emergency incidents, as well as disseminating pertinent information to and from the watch commander.

PROCEDURE

I. Control Room security will be maintained as follows:

A. Absent exigent circumstances or authorization from the watch commander, all sally port doors will be kept closed, and locked, at all times when not in use.

B. The doors to the Control Room will be kept closed and locked at all times.

C. Only trained specifically assigned employees are authorized to activate touchscreens and panels switches to doors and sally ports, and control room access doors.

D. Only specifically assigned employees are authorized access to the Control Room; all others may have limited access for specific purposes that cannot be accomplished elsewhere.

E. Inmate workers are only allowed into the Control Room under direct supervision-for the purpose of cleaning.

F. Prior to entering the facility, the identity of all persons will be verified.

II. Key control will be handled according to procedures in Detentions Policy I.25.

III. Monitoring Systems: As directed in Detentions Policy I.1, I.2 and I.19, Central Control will monitor all systems for facility alarms, radio traffic, intercoms and camera systems. They will be primarily responsible for reporting any malfunctions or failures for repair. Central Control will utilize systems to determine locations in need of assistance or investigation and will direct staff to appropriate location.
A. Alarms
   1. Fence/Zone
   2. Deputy
   3. Fire/Smoke

B. Communication
   1. Facility radio frequencies/channels
   2. Monitor 800mz for transportation runs, emergency information
   3. Facility intercoms
   4. Make announcements utilizing the facility P.A., if available

C. Camera
   1. Monitor facility entrances/exits
   2. Monitor housing areas
   3. Monitor areas, as alerted

D. Touch Screens and Control Panels
   1. Assume control of areas in need of assistance
   2. Ensure doors are secured
   3. Ensure equipment is operable
PURPOSE

To establish guidelines for the possession and use of mobile communication devices within secured areas of a detention facility. Such devices pose a risk to facility security if lost or stolen and can also distract staff members during the performance of their duties.

POLICY

The possession and use of mobile communication devices (cell phones, smart phones, tablets, etc.) within a secured area of a detention facility is conditionally permitted. Usage will be of a reasonable length of time, should not distract others or interfere with operations, compromise safety, or cause the employee to neglect or be inattentive to their duties.

Sheriff's policies regarding personal mobile communication use during social and professional visits are discussed in DSB sections P.9 and P.15, respectively.

PROCEDURE

I. DEFINITION

Personal mobile communication devices – Cellular phones, smart phones, tablets, paging devices, or other devices allowing for two or more way communication.

II. EMERGENCY EXCEPTIONS AND NOTIFICATION

A. The on-duty watch commander may authorize exceptions to this policy during emergency situations.

B. Employees shall immediately notify their supervisor upon discovery of a lost or stolen mobile communication device and/or equipment (charging cables).

III. RESTRICTIONS

A. Employees shall not use mobile communication or electronic devices while escorting/moving inmates, conducting security checks, walking through inmate housing areas, speaking with inmates, conducting sick call or any other situation that could potentially create an unsafe work environment.

B. Electronic charging devices shall not be in any area accessible to inmates.
C. Personal mobile communication devices shall not be utilized to photograph or video inmates or department activities/operations.

IV. VISITORS

Vendors, contractors, tour participants and all other non-Sheriff's department employees are prohibited from having personal electronic devices in their possession. All devices must be secured prior to their entry into the facility. Scheduled media tours are an exception to this policy.
PURPOSE

To establish procedures to manage the general security of all housing units.

POLICY

A safe atmosphere for inmates, as well as staff, will be maintained. Deputies will monitor the physical security of the unit. Deputies will also be cognizant of inmate activity and address contraband within the housing units during their regular duties.

PROCEDURE

I. HOUSING UNIT

A. The security of the housing unit will be continually monitored. Deputies shall ensure:

1. All sallyports, main housing doors/gates will be secured at all times except when in use.

2. In housing areas with multiple module doors, only one will be opened at a time. All inmates will be supervised in any area within the unit in which an inmate is not secured.

3. The housing area will not be left unsupervised without the approval of the watch commander, except when responding to an emergency. All doors/gates will be secured prior to leaving the area.

B. Any area in need of emergency assistance will immediately notify Central Control. In the event a housing area's security is compromised, Central Control will make notifications and assume control of the area, via control panel/or touch screen, when possible. At times it may be necessary to deviate from normal operations in a housing unit due to an increase in violence or tension among inmates. The circumstances surrounding the activities within the module will be documented in an incident report with all inmates linked. The watch commander can utilize security lockdown for up to 72 hours to manage the activities in the module. With approval of the facility commander, the security lockdown may be extended.

Security lockdown is a management prerogative to lock down a unit when conditions are such that the safety of inmates and/or staff is at risk. The objective is to restore the safety of the inmates and staff. It does not in itself involve any other deprivation of privileges.
C. As an alternative to placing an entire unit into security lockdown, reduced numbers of inmates may be granted dayroom access on a rotating basis. A schedule should be created to provide equal dayroom time and allow reasonable access to privileges outside of the inmate’s assigned cell.

II. INMATES

A. No deputy will engage in any transaction with an inmate involving money or property, other than official jail business. No deputy will make any deal or promise for information, of any type, with any inmate. This does not preclude deputies from acting on volunteered information, in order to recover drugs, weapons or other contraband to maintain facility security.

The Detentions Investigation Unit (DIU) shall be contacted when an inmate states they are or would like to provide sensitive information. Additionally, DIU shall be called to assist with unusual incidents, suspected drug smuggling or any activity where you believe criminal activity is taking place and need additional guidance.

B. Except for facilities whose elevators and elevator lobbies are equipped with closed circuit television cameras and designated personnel assigned to monitor them, no inmates will be left unattended in the elevators, or elevator lobby. Holding cells, classrooms or offices where inmates may be present shall be monitored. Each facility will develop green sheets to address specific areas where safety checks must be completed.

C. No inmate will visit any other inmate in another housing unit, nor will any notes or property be exchanged without the approval of the housing deputy.

D. Under normal circumstances, no inmate will be allowed in the deputy station. If approved by the facility commander, inmate workers shall be permitted to enter the deputy station for cleaning purposes.

III. CONTRABAND

A. Definition: Any item not used for its intended purpose or any item not issued by commissary or facility personnel.

B. Possession: Any item found in an inmate’s property or possession, which is contraband, is subject to seizure. The possessor is subject to disciplinary action and or criminal charges.

C. Illegal Narcotics and Drugs: All illegal narcotics and drugs will be handled and disposed of according to law. Discretion in this area is strictly limited. The following instructions outline the procedure to be followed when illegal narcotics or drugs are discovered on an inmate or in the housing area.

1. When not in the possession of an inmate (found narcotics):
   a. Secure the evidence. Properly mark and package the contraband.
   b. Write a NetRMS Crime Report indicating the crime as “found narcotics.” A case number will be obtained.
c. Deposit the contraband in the evidence locker after proper recording.

2. When in the possession of an inmate:

a. Secure the evidence. Properly mark and package the evidence.

b. If there is probable cause to arrest an inmate for a particular violation, the deputy will complete a Booking Intake/Personal Property Inventory Form (J-15). The inmate will be booked on the additional charge (if applicable, the inmate may be cited.) If an arrest is made, contact DIU.

c. Write a NetRMS Crime Report and Arrest Report (if applicable). A case number will be obtained.

d. Narcotics evidence will be deposited in the narcotics evidence receptacle.

e. Inmates suspected to have contraband will be handled according to Detentions policy J.8.
PURPOSE

To provide guidelines for conducting and documenting safety checks.

POLICY

Sworn staff will conduct safety checks of inmates through direct visual means (does not include video monitoring), observing each inmate for any obvious signs of medical distress, trauma or criminal activity. Safety checks shall be conducted at least once within every hour (60 minute) time period. The intervals of the safety checks, within the hour (60 minute) time period, shall vary and must be logged in the Jail Information Management System (JIMS). In addition to observing the safety and welfare of inmates, sworn staff shall also be attentive to security and maintenance issues as well as environmental factors (e.g., temperature, odors, cleanliness, etc.) while conducting safety checks.

PROCEDURE

I. CONDUCTING SAFETY CHECKS

A. Penal Code § 4021 in part mandates, it is unlawful for a deputy to enter into the room or cell occupied by an inmate of the opposite gender, except when accompanied by a deputy of the same gender as the inmate. Sworn staff shall adhere to PC 4021 while conducting safety checks of inmates. This does not preclude sworn staff of either gender from assisting each other, or excuse them from ensuring a check is completed.

Each detention facility will develop safety check procedures and a facility green sheet, identifying staff positions within the facility which are responsible for ensuring safety checks are initiated, conducted, and documented in each housing, receiving and court area of the facility.

B. Staff of the opposite gender of inmates will be required to announce their presence when entering an area where inmates are likely to be showering, performing bodily functions, or changing clothing. Inmates shall be able to shower, perform bodily functions, and change clothing without nonmedical staff of the opposite gender viewing their breasts, buttocks, or genitalia, except in exigent circumstances or when such viewing is incidental to routine safety checks.

C. When sworn staff are entering a high risk security level housing unit (e.g., administrative segregation), they should utilize the practice of contact and cover when conducting safety checks. This means sworn staff should enter the modules together, on the same level (whether it is the top or bottom tier). They will conduct the safety check as a team. Sworn staff should not split up in order to have one check the top tier and the other the
bottom tier. Although recommended in high risk security level housing, contact and cover can be used in any housing unit/module when inmates are present in the dayroom. The cover deputy's primary responsibility is to provide security for the contact deputy during the safety check. While providing cover, this deputy is not expected to conduct the safety check.

D. During safety checks in cell style housing modules, sworn staff will physically enter each module and look in each cell. Sworn staff will observe each inmate for any obvious signs of medical distress, trauma, or criminal activity. This shall require sworn staff to stop at, or enter a cell/holding area, to properly observe the inmate(s).

E. During safety checks in dorm style housing, sworn staff will walk by each bunk in a manner that permits them to observe each inmate for any obvious signs of medical distress, trauma, or criminal activity. This may require sworn staff to stop at a bunk to properly observe the inmate(s).

F. Safety checks shall be completed of the receiving, medical, release and court holding areas in each facility at all times. (The LCDRF release area is excluded from this safety check requirement).

II. LOGGING OF 60 MINUTE SAFETY CHECKS

A. The start of a safety check will be logged in JIMS using the event type 11-53 Started. The description field of the entry shall include the name(s) and/or ARJIS(') of the sworn staff conducting the check. If additional space is needed, the notes section may be used. Once all necessary fields are completed, the sworn staff making the entry will immediately close the 11-53 Started.

B. At the conclusion of the safety check, an entry will be logged in JIMS using the event type 11-53 Ended. The description field of the entry shall include the name(s) and/or ARJIS(') of the sworn staff that completed the check and accurate disposition (e.g., checks okay, see notes, etc.). In the event additional sworn staff join or complete the safety check, their name(s) and/or ARJIS(') must also be noted. Once all necessary fields are completed, the sworn staff making the entry will immediately close the 11-53 Ended.

C. In the event a safety check requirement cannot be met, the deputy of the affected area shall provide a documented explanation in the notes field of the 11-53 Started entry and the housing unit supervisor shall be notified immediately. Upon review of the JIMS area activity log, the supervisor shall make a notation in the notes field utilizing the event type Supervisor’s Log Review. This entry shall state the area supervisor is aware that the safety check was not conducted within the required time period.

D. Sergeants will review the JIMS area activity logs and ensure safety checks were conducted at varying intervals within the required time period and verify there is a start and end entry for every check.

1. Each supervisor’s review of safety checks will extend back to the previous supervisor’s log review entry.
2. In the event the supervisor finds any discrepancies in their review, the supervisor shall make a notation in the notes field of their Supervisor's Log Review entry.

3. Watch commanders will review the JIMS area activity logs and ensure that safety checks were conducted within the required time period. The watch commander will make an entry in the watch commanders log and JIMS, documenting any discrepancies they find during their review.
PURPOSE

To establish security regulations for detention facility windows.

POLICY

To keep windows secure, to avoid introduction of contraband, and prevent escapes.

PROCEDURE

All detention facility windows that are capable of being opened and not covered by steel boxes will remain closed and locked at all times. Housing deputies will check the windows regularly (several times during each shift) to confirm they have not been tampered with. This procedure does not apply to minimum security facilities or minimum security housing areas within maximum security facilities. (Not applicable for East Mesa Reentry Facility).
PURPOSE

To establish procedures for performing the annual physical security inspection and for the retention of the inspection documents.

POLICY

Facility commanders or their designee shall, at least annually (August 31), review, identify and evaluate facility security needs. A written record of security measures, including actions taken to improve facility security, shall also be documented.

PROCEDURE

I. Security reviews are the evaluation of internal and external security measures of the facility to ensure the safety of staff, inmates, and the community by preventing escapes and other incidents. The facility commander or designee shall ensure a comprehensive and thorough physical facility security review is conducted at least annually, as required by Title 15, Section 1029. If the annual review is conducted by a designee, it will be reviewed and signed by the facility commander.

Items included in the security review shall be specific and unique to the facility operation, and shall include, but not be limited to:

- General Exterior
- Landscaping and Grounds
- Exterior Doors
- Utility Control Points
- Other Openings
- Exterior Lighting
- Public Access Areas
- Key and Lock Procedures
- Inmate Holding/Living Areas
- Facility Medical Areas
- Facility Kitchen
- Office Security
- Facility Armory and Weapons
- Alarms
- Facility Access Control
- Facility Worker Areas
II. Each facility will establish a procedure for the handling of security issues. This procedure will contain, but is not limited to the following:

A. Documenting security deficiencies/concerns

B. Documenting needed modifications/repairs

C. Notification of personnel to assess deficiencies/concerns (i.e. maintenance, Security Technician, etc.)

D. Follow-up of requested modifications/repairs

III. The Physical Security Inspection Checklist form J-175 will be used to document the annual inspection.

IV. The completed J-175 will be archived at each facility for a period of two (2) years, as required by Title 15, Section 1029.
PURPOSE

To provide guidance in basic security for the areas of the loading dock, kitchen and storage rooms.

POLICY

Security measures will be observed in the loading dock, kitchen, and storage areas in order to prevent escapes, smuggling of contraband and injuries to staff and/or inmates.

PROCEDURE

I.  LOADING DOCK AREA

A. Deliveries of supplies are to be completed at the loading dock.

B. Only inmate workers with approved security clearances will be allowed in this area.

C. When inmate workers are permitted on the loading dock area for the purpose of unloading or moving supplies, or for the disposal of trash, a deputy or authorized professional staff will be present and the Central Control deputy will be advised of the activities.

D. All doors leading to the loading dock area will be secured.

E. All delivery vehicles will be searched prior to leaving the facility to ensure that no inmates are present.

F. At facilities with an assigned perimeter deputy, and when inmates are present in the loading dock area, the perimeter deputy shall be present during the time the gates are open during ingress/egress of delivery vehicles. A deputy will also be present on the interior of the loading dock area.

II.  KITCHEN

A. The kitchen doors will be secured when the cook leaves the facility. A deputy will accompany inmate workers given access to the kitchen after normal operating hours.

B. The kitchen door shall remain closed and locked at all times unless being used by staff for supplies, food carts, and staff passage.

C. The staff dining room door should remain closed, and secured, whenever no personnel are present.
D. Kitchen inmate workers will never be left unattended in the kitchen. If the cooks need to leave the kitchen for any reason, they will notify central control and request a deputy for relief.

E. No kitchen inmate worker will be permitted in the cook’s office or loading areas unsupervised.

F. The cook’s office door will be closed and locked when they are not in the immediate area, or when they are not able to keep it under visual observation.

G. Security of Kitchen Tools:

1. All kitchens shall store food service tools including knives, utensils and flatware in locked cabinets. These cabinets shall remain locked when not in use.

2. Food Services staff shall be responsible for returning tools to the locked cabinet after each use and cleaning. All food service tools shall be inventoried at periodical intervals during each work shift. The inventory shall be recorded on the Security Tool Inventory Sheet in each kitchen to ensure proper control and accountability. The kitchen deputy will verify the inventory is correct and log the "Utensil check" in JIMS.

3. Food Services staff shall secure each knife placed in service with a tether and padlock the tether to each workstation. Each knife shall be cleaned and returned to the locked storage cabinet when not in use.

4. When a knife, utensil or any silverware is discovered missing, the cook will report the information to the watch commander immediately. A search for the missing item(s) will be conducted by the discovering shift and all personnel involved will remain on duty until relieved by the watch commander. No kitchen workers will be returned to housing until a search has been completed as deemed necessary by the watch commander.

5. Rovers will make a final security check of the kitchen and ensure a utensil check was completed prior to returning inmate workers to their housing unit.

III. STORAGE AREAS

A. All storage and janitorial supply rooms will be secured at all times.

B. No security item will be kept in storage rooms that will be used by non-sworn personnel.

C. No flammable or other combustible materials will be kept in storage rooms unless specifically made or marked for that purpose.
PURPOSE

To maintain safety and security inside detention facilities by requiring all persons to secure all weapons, prior to entering the security area of any detention facility. This includes, but is not limited to, dangerous or deadly weapons.

POLICY

All facilities will provide suitable secure lockers for visitors and staff personnel to secure any item designed to be used as a weapon, prior to entering the security area of any detention facility.

This policy is not intended to prevent sworn staff assigned to the detention facilities from possessing and using defensive weapons as described and authorized for use in Policy and Procedure Section I.85.

PROCEDURE

I. WEAPONS DEFINED

A. An instrument or device of any kind designed to be used for fighting or self defense.

B. Any instrument or device that has been designed or altered to provide physical control, immobilization, or injury to another person. Handcuffs and detention canines are exempt from this section.

II. WEAPON SECURITY

A. No person shall bring any weapon into the secure area of any detention facility without the express approval of the facility commander or designee. Such approval will be determined by factual circumstances of occurrence to protect persons from death or serious bodily injury. This includes, but is not limited to: firearms, ammunition, chemical weapons, mace, nightsticks, wooden clubs, batons, knives (of any size), dirks, daggers, saps, blackjacks, nunchaku, metal knuckles, sap gloves, tear gas, tear gas dispensers, stun guns, judo sticks, kubatons, yawara sticks, or other impact weapons, cords, ropes or lines intended for inmate control.

1. Violation of this section would be a violation of law, Penal Code Section 4574, and a violation of Sheriff’s Policy and Procedure.

2. This prohibition includes any dangerous weapon, destructive device, deadly weapon or less lethal weapon listed in Penal Code Sections 12000 through 12654.
B. Watch commanders may approve, on an emergency basis, any departmentally approved weapon, except firearms or chemical agents, inside the security area of any detention facility.

C. Watch commanders may not approve weapons on a continuing basis for any person or group inside the secure area of any facility. Departmentally approved weapons may only be approved on a one-time basis in reaction to a specific incident.

D. The facility commander or designee must approve the possession or use, of any chemical agents or firearm in a secure area of any detention facility.

E. Handcuffs and handcuff keys will be carried at all times by security personnel. Handcuffs must be carried concealed or in a departmentally approved handcuff case.
PURPOSE

To ensure tactical response team members utilize appropriate protective equipment during tactical incidents and provide guidelines for the identification of tactical team members.

POLICY

Absent exigent circumstances, all sworn personnel participating, in any tactical mission, shall don protective equipment and tactical clothing. Tactical gear includes, but is not limited to the following: jumpsuit, helmet, vest, elbow pads, knee pads, shin pads, etc. It will be the responsibility of the watch commander or designee, to determine the extent of protective equipment required for each incident.

All tactical helmets shall be numbered to ensure tactical team members are identified on digital recordings following an incident.

PROCEDURE

All tactical helmets will be sequentially numbered with easily identifying numbers. The numbering system for helmets will consist of white 2" and 3" number stickers. The 3” numbers will be affixed to the back of the helmet and the 2” numbers will be affixed to the front or the crown of the helmet.

During a tactical response, it will be the responsibility of the watch commander or designee to assign and document each tactical team member’s name with a corresponding tactical helmet number. The assignment will allow for identification of tactical team members on video. All incidents requiring use of force documentation will include the tactical team member’s name, position, and corresponding tactical helmet number.
PURPOSE

To provide a standard procedure for the clearance of visitors and the process of allowing entry into Sheriff's detention facilities to conduct jail related business. This policy shall apply to visitors such as volunteers, vendors, employee representatives, and contractors.

POLICY

After a security clearance has been conducted, approved persons may enter a Sheriff’s detention facility, and if necessary, have contact with inmates for the purpose of conducting jail related business.

PROCEDURE

I. Security clearances for entry into detention facilities shall be approved in accordance with detentions policy and procedure.

II. CRITERIA FOR ENTRY INTO A DETENTION FACILITY:

A. Warrants - Persons with active warrants shall not be allowed to enter a detention facility.

B. Pending Prosecutions - No person under indictment by either the State or Federal Grand Jury for any offense, or being prosecuted for any felony violation by the United States Attorney, Attorney General, District Attorney, or City Attorney, shall be allowed to enter a detention facility.

C. Sobriety - No persons displaying the objective symptom of alcohol/drug intoxication shall be allowed to enter a detention facility.

D. Criminal Convictions

1. Felony Offenses - Persons convicted of any felony offense within a period of three years of the application shall not be allowed to enter a detention facility. Applicants who have been imprisoned as a result of such an offense shall have been released from parole for a period of two years prior to the application. Persons granted formal probation for a felony offense shall have successfully completed such a term of probation one year prior to the time of application.

2. Misdemeanor/Infraction Offense – A Misdemeanor or an Infraction conviction arrest will be considered on a case by case basis. The Sheriff reserves the right to evaluate the nature of any offense (including misdemeanors and infractions), for which the applicant was convicted or charged, and to exclude those persons where the nature of the offense presents a potential threat to detention security at the time of application. Staff shall evaluate the records of chronic violence, sex
offenses, smuggling of contraband of any type into a detention or prison facility, or major crimes against persons.

3. Any person having been previously convicted of a felony and confined to any state prison in this state must have prior consent of the facility commander.

III. SECURITY CLEARANCES

Conducting security clearances for ongoing entry into detention facilities shall be the responsibility of the Detention Investigations Unit (DIU). "Ongoing entry" is defined as entry for a period exceeding six months. Clearances for entries spanning a period of time of six months or less will be conducted by each facility's investigators, utilizing the criteria found under Section II of this policy.

A. The following are the designated originators of clearances:

1. Facility Commanders - Administrative Services
2. Chaplain Coordinator - Religious Programs
3. Food Services Manager - Food Services
4. Medical Administrator - Medical Services
5. Sheriff’s Employee Relations Division - SEIU Representatives (See section VII)
6. Reentry Services Division Manager – Reentry Services

B. There are two classes of persons authorized to enter detention facilities.

1. Persons cleared to enter on an ongoing/continuing basis for a period exceeding six months:

   A person requesting this type of access shall have been referred by the clearance originators or his/her designee.

2. Temporary/One-Time Visit/Entry for a period of up to six months:

   a. This type of visit clearance shall be conducted by the individual facility using the established criteria.

   b. These visits shall be approved at the discretion of the facility commander or designee based on facility need.

   c. The names of these visitors shall not be placed on the Professional Visitation navigator.

   d. The Visitor Security Clearance Request (J-23 form) shall be retained for one year.
C. Submission for clearance/approval for placement in the Sheriff’s Jail Information Management System (JIMS) Professional Visitation navigator:

1. The person making the request shall fill out the J-23 form. The person requesting entry into a Sheriff’s detention facility must sign the form and attach a clear and readable copy of the applicant’s driver license or other supporting official documentation.

2. The J-23 form shall be submitted to the clearance originator/designee that shall check the form for accuracy and completeness.

3. The J-23 form shall then be forwarded to the DIU.

4. Detention investigators at DIU shall manage the security clearance process, including the final review of the criminal history check.

5. When names are approved and placed in the Professional Visitation navigator, the authorization shall be effective for one year.
   a. Access/approval may be rescinded by the originator via the detention investigators, at any time (i.e., services are no longer needed). A written notice from the originator must be submitted to the detentions investigators detailing the reason. If additional information is needed on a request, the detention investigators shall be used as a resource.
   b. DIU shall rescind approval at any time it is deemed the person is/becomes a security risk. The facility seeking an individual’s access be denied must submit, to a detentions investigator, written documentation detailing the circumstances warranting the denial of access.

IV. PROCESSING VISITOR SECURITY CLEARANCE REQUEST

When the DIU receives the J-23 form, a detective or approved professional staff member (who will only print out support documents such as a criminal history, to assist in the investigation) will conduct the clearance check.

A. The detective’s security clearance check shall include, but is not limited to the following:

1. Sheriff's Records
2. Local wants and warrants
3. SUN, including the Driver's License File
4. NCIC-CLETs Wanted Persons File
5. CII Criminal History
6. ARJIS
B. When the security clearance check is complete, the detective will review all final documentation and submit the J-23 form and supporting documentation to the DIU Sergeant for final disposition.

The DIU Sergeant, or their designee, shall enter the final disposition into the visitor's record contained in the JIMS.

1. The DIU Sergeant (or designee) shall enter the name of the person into the Professional Visitation navigator in JIMS.
   a. If approved, the name shall be entered in the Professional Visitation navigator with notes explaining which facilities they are authorized for and an expiration date.
   b. If denied, the name shall be entered in the Professional Visitation navigator and comments entered to reflect access denied.
   c. The related documents will be scanned and archived digitally.

V. CLEARANCE MANAGEMENT

Detention Investigators are responsible for maintaining the professional visit clearances.

A. Persons in the Professional Visitation navigator have clearance to enter designated detention facilities operated by the Sheriff's Department.

   1. If the approved visitor needs to enter a different facility than the one they were initially approved for, a request will be submitted to the clearance originator to have the clearance amended to reflect the additional facility.

   2. If a specific facility commander (for cause), denies them access to his/her facility, written documentation must be submitted to the DIU in order to have their status changed in the computer (denial versus approved with expiration date). The documentation must contain sufficient details regarding the circumstances surrounding the request for their denial. This will be placed on file with their original J-23 form.

B. Persons in the Professional Visitation navigator shall be authorized entry into detention facilities for a period of one year from the date they are approved.

   1. Approximately 30 days prior to the one-year expiration, a list of names shall be submitted, by the originator, to the DIU for re-approval/disapproval on the approved J-23 form. Every form must be signed by the person requesting entry.

   2. If re-approval is needed, a security clearance shall be conducted and the visitor's record will remain as active in the Professional Visitation navigator as long as they still meet the criteria.

      a. If the clearance is no longer needed, it will be noted in the comments box.
b. If the person no longer meets the criteria, it shall be noted in JIMS as either access denied or no longer active.

3. The J-23 form shall be kept by DIU.
   a. The J-23 form shall be kept as long as the person is active in the Professional Visitation navigator.
   b. The J-23 form shall be kept for one year from the date that the person is no longer active or access was denied,

VI. PROCESS FOR ALLOWING AUTHORIZED VISITORS ENTRY INTO A DETENTION FACILITY

A. Approved persons entering a detention facility to conduct official business will contact custody information personnel and provide picture identification. A visual comparison of the identification card and the visitor shall be made.

B. The acceptable picture identification shall be exchanged for a numbered jail visitor identification card.

C. The visitor’s information shall be entered into the Visitor Log (J-4 form) by the staff member checking in the visitor. Additionally the Facility Sign-In Sheet (J-315) advising all visitors of the San Diego Sheriff Department's zero tolerance standard shall be read and completed by the visitor.

D. Upon completion of the visit, the visitor shall exchange his/her visitor identification for their picture identification. A visual verification will be made comparing the visitor with his/her picture identification.

VII. SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU) REPRESENTATIVES

A. The Sheriff’s Background Unit provides security clearances allowing SEIU representatives to enter various county worksites, to include Sheriff’s detention facilities. The Background Unit will provide the Sheriff’s Employee Relations Division with the results of the background investigation. Those results are maintained in the Employee Relations Division during the tenure of the worksite organizer.

B. The Sheriff’s Employee Relations Division will generate and maintain a list of cleared SEIU representatives. The list can be viewed by accessing the Employee Relations Webpage on the intranet.

C. Cleared SEIU representatives shall be given access to meet with SEIU members in their worksites. However, SEIU representatives shall coordinate with the Sheriff’s Employee Relations Division, in advance, if they wish to secure a conference room or other meeting space.

D. The procedures described in section VI shall be followed when allowing SEIU representatives entrance into the facility.
E. SEIU representatives entering Sheriff's detention facilities shall be escorted by sworn staff. When the meeting is in a secure area of the jail, the sworn staff member will remain in the area until the meeting is completed.
PURPOSE:

To maintain detention facility security and ensure juveniles have no contact with inmates in Sheriff’s custody.

POLICY:

It is the policy of this department, to restrict juvenile contact with the general inmate population. A juvenile is defined as any person under the age of 18 years.

PROCEDURE:

Juvenile Visits Inside Detention Facilities

I. No juvenile shall be allowed access into any Sheriff’s detention facility. This includes all relatives, friends, or guests of either staff or inmates. Furthermore, no tours or groups of juveniles shall be admitted.

II. In case of exigent circumstances, the watch commander may deviate from this policy. The watch commander shall, in writing within 24 hours, notify the facility commander of the reason for the exception.

III. This policy is not meant to prohibit juvenile phone visitation per Detention Policy and Procedure Section P.9 or contact visits when accompanied by a parent or guardian at the Las Colinas Detention and Reentry Facility or the East Mesa Reentry Facility.
PURPOSE

To establish procedures in the event of an occurrence within a Sheriff’s Department facility which requires the forceful extraction of inmates from cells, modules, or other sections within the facility.

POLICY

The use of physical force to extract an inmate(s) from a cell or other area of the detention facility will only be used when the inmate(s) refuses to follow lawful orders, presents a danger to themselves, a danger to others, or causes property damage. Safety will be the first priority in planning force tactics for extractions.

PROCEDURE

All extractions will be performed under the direct supervision of the watch commander or designee. Only approved techniques and equipment shall be used.

I. Efforts will be made to communicate and reason with the inmate(s) involved to gain voluntary compliance with staff’s orders. When time safely permits, a PERT trained deputy or qualified mental health provider may be summoned for intervention.

II. Involved inmates must be given at least two (2) verbal warnings to comply with orders prior to forceful extraction. At least one (1) of these warnings should be from the watch commander or designee on the scene.

Extraction operations will only be deployed with sufficient personnel and equipment to assure reasonable staff safety. During an extraction, a safety deputy shall be assigned. The safety deputy's sole responsibility is to monitor the health and safety of the inmate being extracted. In areas of small spaces, and when safe to do so, the inmate should be moved to a larger area so the safety deputy can monitor the inmate. Extractions will be conducted in accordance with department policy, using only that force that is necessary and objectively reasonable for the circumstances at the time.

III. Whenever possible, the watch commander or designee will have the cell extraction event digitally recorded. The recording should include all efforts to reason with or gain compliance from the inmate(s) by custody or medical staff. The recording will be attached to the appropriate NetRMS report.

IV. Medical staff will, upon notification by sworn staff, respond and standby with emergency response equipment. If signs or symptoms of excited delirium are present, paramedics may be called prior to initiating the cell extraction.
V. Extractions will not normally be conducted in the case of an inmate’s refusal to attend an Order to Show Cause Hearing (Refer to Detention Policy and Procedure I.51).
PURPOSE

To provide general guidelines for the display and/or use of authorized defensive devices within the Sheriff’s Detention Services Bureau.

POLICY

Authorized defensive devices shall be operated by trained and qualified personnel. Absent exigent circumstances, the watch commander, sergeant or their designee shall be notified prior to deploying specialty munitions. The use of defensive devices listed in this policy section shall adhere to departmental use of force guidelines, including but not limited to those found in San Diego County Sheriff’s Department Policy and Procedures Manual, Addendum F. Operators of the below listed devices must distinguish between inmates displaying “assaultive” behavior from those who are passively resistant. Careful consideration of the totality of the circumstances should be given prior to utilizing these devices. Inmates subjected to any of the proceeding devices will be assessed/treated by medical staff as soon as practical.

PROCEDURE

I. The following defensive devices are authorized for use in detention facilities:

- ICE and NOVA Riot Shields
- 40 mm Less Lethal Launcher System
- Stinger Grenades
- PepperBall Less Lethal Launcher
- Less Lethal “Super-Sock Deployment System” Shotgun
- Department approved Conducted Energy Device (CED)
- Oleoresin Capsicum (O.C.)
- X-10 O.C. Extension Device
- X-10SW Hand Held Sprayer
- Baton

II. Use of the defensive devices listed in this policy section shall be documented according to established department use of force reporting guidelines, including but not limited to those found in the San Diego County Sheriff’s Department Policy and Procedures Manual, Addendum F.

Use of the aforementioned defensive devices shall be documented in the narrative of a NetRMS report. The force will be documented as outlined in Detention Policy and Procedures Section 1.89.

Color photographs shall be taken showing the area where the devices/rounds came into contact with the inmate(s).
III. A list of authorized defensive devices available at each detention facility shall be maintained in each detention facility’s Green Sheets.

IV. In the event of an inmate death, detention facility personnel shall follow the procedures set forth in Section M.7 of the Detention Services Policy and Procedures Manual and Section 8.2 of the Sheriff’s Department Policy and Procedures Manual.

V. Field deputies/officers and Prisoner Transportation Unit personnel shall adhere to Detention Services Bureau Policy and Procedure Section 1.69 Facility Security-Weapons, regarding the securing of weapons prior to entering the secured area of any facility.

VI. When necessary and objectively reasonable to maintain or restore order, the watch commander or designee may authorize the use of any one or all of the following defensive devices:

A. ICE SHIELD AND NOVA RIOT SHIELD
   1. Facility commanders or designees should ensure each shift deploys a minimum of one deputy trained and qualified to use (or test) the ICE and NOVA Riot Shields.
   2. Personnel may display the device to the inmate prior to using it. If it is necessary to apply the device, the electronic current shall be discharged only as long as it is reasonable to bring the inmate under control.
   3. Whenever inmates are subjected to an ICE or NOVA Riot Shield, refer the inmate(s) to medical staff for assessment and treatment as soon as possible.
   4. Whenever possible, the use of ICE or NOVA Riot Shields should be digitally recorded.
   5. The ICE and NOVA Riot Shields shall be tested weekly.
      a. Detention facility personnel shall be responsible for weekly testing of the ICE and/or NOVA Riot Shields and for coordinating any necessary repairs to be made.
      b. Detention facility personnel shall maintain documentation of the weekly testing and maintenance.

B. 40 mm LESS LETHAL LAUNCHER
   1. Facility commanders or designees should ensure a minimum of one deputy trained and qualified to use the less lethal launcher is assigned to each shift.
   2. Whenever an inmate(s) is struck by a projectile from the less lethal launcher, refer the inmate(s) to medical staff for assessment and treatment as soon as practical.
   3. Whenever possible, the use of the less lethal launcher should be digitally recorded.
4. The following less lethal launcher ammunition is authorized:

   a. eXact iMpact 40 mm Sponge Round (5 ft. – 120 ft.)
   b. eXact iMpact 40mm Sponge Round LE -Extended Range (33 ft. – 230 ft.)
      AUTHORIZED USE AT (EMRF and LCDRF ONLY)
   c. 40 mm Reloadable Training Round (Reloaded ammunitions shall be used only for training or practice purposes.)

5. When targeting an individual, deputies should avoid the head, neck, throat, spine, and groin. The following is a list of primary and secondary targeting areas:

   a. Primary
      1. Front side: lower abdomen, thighs, below the knees, below the elbows
      2. Rear: Buttocks, hamstring, below the knees, below the elbows
   
   b. Secondary
      1. Front side: shoulders, upper arm, knees
      2. Rear: shoulders, upper arm, back of knees

C. STINGER GRENADES (32-CAL RUBBER BALL GRENADES)

   1. Facility commanders or designees should ensure a minimum of one deputy trained and qualified to deploy Stinger Grenades is assigned to each shift.

   2. Whenever an inmate(s) is subjected to a projectile from the Stinger Grenade, the inmate shall be referred to medical staff for medical assessment and treatment as soon as practical.

   3. The Bureau of Alcohol, Tobacco and Firearms (ATF) shall be notified in writing of any Stinger Grenade use.

      The serial number and the circumstances regarding the use of the Stinger Grenade shall be included in the report. Each facility will designate a staff member to prepare the ATF letter. The letter will be written on department letterhead and signed by the facility commander.

   4. Stinger Grenades shall be secured in a locked and safe area. Detention facility personnel shall conduct a monthly inventory of its Stinger Grenades. The serial number of each Stinger Grenade shall be recorded when they are received and a current inventory maintained.

   5. In the event that a Stinger Grenade fails to detonate, it should be left where it fell and the area should be secured. The Sheriff’s Bomb Arson Unit should be requested to respond to render the Stinger Grenade safe.
D. PEPPERBALL LESS LETHAL LAUNCHER

1. When targeting, deputies should avoid aiming for the head, neck, throat, spine or groin. The following PepperBall less lethal launcher ammunition is authorized:
   a. For “Live Fire” usage, Red Pava OC Powder Rounds and Water Rounds are authorized. (Target range: 0-60 ft. and Saturation range: 0-150 ft.)
   b. For “Training” purposes, only Purple Inert Scented Powder Rounds and/or “Z-balls” (rubber, reusable rounds) are authorized.
   c. Training ammunition shall be used only for training or practice purposes.

2. Facility commanders or designees should ensure a minimum of one deputy trained and qualified to use the PepperBall launcher is assigned to each shift.

3. Whenever an inmate(s) is struck by a projectile from the PepperBall launcher, refer the inmate(s) to medical staff for assessment and treatment as soon as practical.

4. Whenever possible, the use of the PepperBall launcher should be digitally recorded.

E. LESS-LETHAL ‘SUPER-SOCK DEPLOYMENT SYSTEM’ SHOTGUN

1. Each detention facility commander is authorized to include the less lethal “Super-Sock Deployment System” shotgun as part of its approved defensive devices. Facility commanders or designees of those facilities opting to include the “Super-Sock Deployment System” shotgun as part of its approved defensive devices should ensure that a minimum of one deputy on each shift is trained and qualified to use the “Super-Sock Deployment System.”

2. Department approved munition is the Combined Tactical (CTS) #2581 Super Sock bean bag round. Optimum distance use: 0-50 ft.

3. When targeting, avoid the head, neck, throat, spine, heart or groin. Deployment targets are the same as the 40 mm Less Lethal Launcher. (See Section VI., 5 a & b).

4. Whenever possible, the use of the “Super-Sock Deployment System” should be digitally recorded.

F. CONDUCTED ENERGY DEVICES (CED)

1. Personnel shall be considered trained and qualified in CED use upon completion of a course of instruction coordinated by the Detention or Law Enforcement In-Service Training Unit in conjunction with the Weapons Training Unit.
2. The CED shall be stored in identified secure locations within the detention facility, such as a Tactical Response Room or Armory. Detention facilities shall develop Green Sheets indicating their CED storage locations.

3. Trained personnel are authorized to carry the CED, within a detention facility, on their person during the course of their normal duties. Authorized deputies will be those who are specifically identified and pre-designated to work by the facility commander or designee. Detention facilities shall develop Green Sheets indicating CED authorized work areas.

4. Trained personnel may obtain a CED from the identified secure facility locations when responding to an inmate disturbance, and conditions are such that it would be necessary and objectively reasonable to deploy the weapon upon a subject.

5. Detention facility personnel assigned to perimeter security or transportation positions, who are certified, may carry the CED on their person during the course of their duties. The CED must be secured inside the trunk of the deputy’s perimeter/transportation vehicle or locked inside a facility weapons locker prior to entering the facility.

6. It shall be the responsibility of each detention facility to maintain an adequate supply of CED cartridges for issuance to the personnel trained and qualified in its use.

7. Whenever a CED is deployed, detention facility medical staff shall be contacted to initiate a medical evaluation of the subject. The CED probes shall be removed by detention medical staff as soon as practical.

8. Personnel may display the device to the inmate prior to using it. If it is necessary to apply the device, use the shortest, objectively reasonable duration of CED exposure to accomplish lawful objectives. Continuously reassess the inmate's behavior, reaction and resistance before initiating or continuing the exposure. Multiple applications or continuous cycling of a CED, resulting in an exposure longer than 15 seconds (whether continuous or cumulative), may increase the risk of serious injury or death and should be avoided if possible. Only one device should be deployed against a single suspect/inmate.

9. The CED assigned to the facilities, shall be spark tested daily by qualified Taser operator for the full 5 seconds. This test shall be documented in the Jail Information Management System Area Checklist. Facility administrative staff shall coordinate the maintenance, repair, and purchasing of new CED and munitions. The CED assigned to the individual, shall be spark tested prior to the beginning of their shift for the full 5 seconds.

G. OLEORESIN CAPSICUM (O.C.)

1. Sworn personnel assigned to the Detention Services Bureau, who are trained and qualified in the use of O.C. spray, are authorized to carry and use the department-approved DEF-TEC MARK IV O.C. aerosol canister while in the performance of their duties.
2. Sworn personnel assigned to the Detention Services Bureau shall be considered trained and qualified in O.C. use after the successful completion of the core Academy.

3. It shall be the responsibility of each detention facility to budget for and purchase adequate supplies of O.C. for issuance to the personnel trained and qualified in its use. When ordering O.C. for the facility, WTU shall be consulted for the appropriate authorized concentration percentage.

4. Whenever a deputy uses O.C., he/she shall notify the watch commander as soon as practical, but no later than the end of shift. This notification shall include the circumstances surrounding the deputy’s decision to use O.C.

5. Whenever O.C. is used, the medical staff shall be contacted to initiate decontamination measures.


H. X-10 O.C. EXTENSION DEVICE

1. Sworn personnel assigned to the Detention Services Bureau, who are trained and qualified in the use of the X-10 O.C. Extension Device, are authorized to use the department-approved X-10 O.C. Extension Device while performing a cell extraction.

2. Sworn personnel assigned to the Detention Services Bureau should be considered trained in the X-10 O.C. Extension Device use after the successful completion of a course of instruction coordinated by the Detention In-Service Training Unit.

3. The X-10 allows deputies to safely push back barricades and introduce an Oleoresin Capsicum Spray (OC) and/or other weaponry into the cell.

4. The X-10 is designed for operation by two to three deputies.

5. The X-10 is equipped with a one liter cylinder (X-10C) that is pressurized to 600 psi, utilizing Nitrogen.
   a. The posted instructions shall be followed when re-filling the one liter cylinder.
   b. Once the Cylinder is filled there is no need for it to be discharged if not used during a cell extraction.
   c. The Cylinder Fill Log (J-190) form will be completed each time a cylinder is filled.

6. The X-10 is not a ramming device.
I. X-10SW HAND-HELD SPRAYER

1. Sworn personnel assigned to the Detention Services Bureau, who are trained and qualified in the use of the X-10SW are authorized to use the department-approved X-10SW while performing their duties.

2. Sworn personnel assigned to the Detention Services Bureau should be considered trained in the X-10SW use after the successful completion of a course of instruction coordinated by the Detention In-Service Training Unit.

3. The X-10SW provides the ability to utilize the X-10C Chemical Cylinder with a hand-held sprayer.

4. The X-10SW consists of a one-piece sprayer with high pressure hose, X-10C mating connector with safety chain, two interchangeable spray tips, and the washable backpack carrier.

5. The X-10SW is equipped with a one liter cylinder (X-10C) that is pressurized to 600 psi, utilizing Nitrogen.
   a. The posted instructions shall be followed when re-filling the one liter cylinder.
   b. Once the Cylinder is filled there is no need for it to be discharged if not used during a cell extraction.
   c. The J-190 form will be completed each time a cylinder is filled.

6. The X-10SW is a high pressure gas, less-lethal weapon. Careful handling and proper training is required. The X-10SW high pressure hose contains Oleoresin Capsicum (pepper spray) under high pressure when the X-10C valve is opened. The pressure must be released before the hose is disconnected. When the X-10SW hose is disconnected from the X-10C Chemical Cylinder, be careful that no pepper spray chemical residue drips from the high pressure hose connector.

J. TRAINING AND CERTIFICATION

Personnel shall be considered trained in listed defensive devices use, after the successful completion of a course taught by a certified instructor. For certification and course content, contact the Detention In-Service Training Unit (DTU).
PURPOSE

To establish guidelines, responsibilities, controls, and accountability for the operation, utilization and training of the Detention Facility Canine Program.

POLICY

The Detention Facility Canine Program will be subject to the rules, regulations, and procedures contained in the Department's Canine Policy and Procedures Manual; however, the operational utilization of the canine teams will be administered and controlled by the facility commander of the facility where the teams are assigned.

PROCEDURE

I. ADMINISTRATION

The Detention Facility Canine program is subject to the rules, regulations, and procedures contained in the Canine Policy and Procedures Manual.

II. PERSONNEL

Selection of canines and canine handlers will be in accordance with the Canine Policy and Procedures Manual Sections 2.1 and 2.2.

III. ORGANIZATION

A. The cost of upkeep and maintenance of the canines is the responsibility of the facility to which the canines are assigned.

B. Handlers do not receive subsistence pay.

IV. VEHICLES AND TRANSPORTATION

All vehicles assigned to the canine program will be maintained and cleaned in accordance with the Canine Policy and Procedures Manual Section 3.1.

V. USE OF FORCE BY CANINE HANDLER

A. The watch commander or designee must approve using the canine as a means of force. At facilities assigned and deploying canines exigent circumstances may require use of canine without prior approval. The watch commander shall be notified of such use as soon as possible but never, later than the end of shift.
B. A canine shall be regarded as a weapon and used with utmost caution. At no time should a handler command a canine to act against an inmate, unless the action is necessary and objectively reasonable to prevent escape, overcome resistance and applied in a good faith effort to maintain and restore order.

C. If any inmate receives an injury from a department canine, the department canine sergeant or designee shall be notified. The canine sergeant or designee shall respond to the incident for the purpose of conducting a timely and in-depth investigation.

VI. NORMAL OPERATING PROCEDURE

A. Normal operating procedure and training will be in accordance with the Canine Policy and Procedures Manual.

B. Dog bite reports will be prepared in accordance with the Canine Policy and Procedures Manual Section 4.2.

   1. Any inmate receiving any injury from a Department canine, including dog bite, will receive immediate medical care. Department medical resources may be utilized or the inmate may be transported to a medical facility for treatment depending on availability of medical care and seriousness of the injury.

   2. In addition to reports specified in Canine Policy and Procedures Manual Section 4.2, a NetRMS incident report will be completed in accordance with Detention Services Bureau Policy and Procedures Section I.89, USE OF FORCE, for any dog bite whether in the line of duty or accidental.

VII. OPERATING ASSIGNMENTS

A. The canine and handler shall be routinely assigned, but not limited to, the following:

   1. Patrol perimeters

   2. Control disruptive inmates

   3. Track and apprehend escaping inmates

   4. Quiet mass disturbances

   5. Supervise inmate movement

   6. Monitor inmate yard/recreation activity

   7. Conduct housing patrols

B. Canines and handlers may be used outside of their normal work assignment by patrol, other facilities, for investigative work or call-out assignments when requested by that unit’s supervisor, and with the approval of the assigned facility watch commander.
PURPOSE:
To establish guidelines and reporting procedures for Use of Force incidents within the Detention Services Bureau.

POLICY:
During the course of their official duties, Detention Services Bureau personnel, may use physical force to the extent that is necessary and objectively reasonable to effect an arrest, prevent escape, overcome resistance, and maintain or restore order. Personnel shall use the Department approved techniques, equipment and tactics in controlling the inmate or incident.

DEFINITION:
Force is a physical action applied to the body of another to overcome resistance and achieve control or compliance. Force includes the pointing of any weapon designed to fire a projectile and any incident involving the actual or attempted detention of a subject at gunpoint (defined as holding the barrel of the weapon on target).

Serious injury means a serious impairment of physical condition, including but not limited to: loss of consciousness, concussion, bone fracture, protracted loss or impairment of function of any bodily member or organ, a wound requiring extensive suturing, and serious disfigurement. The Division of Inspectional Services (DIS) will be notified of all incidents which result in media attention, serious injury, or death.

PROCEDURE:
If the employee determines that the use of force is necessary, he/she shall use only that force which is necessary and objectively reasonable for the situation. Force shall never be used as a form of punishment or discipline. In all circumstances the force used must be consistent with Addendum F.

I. REPORTING PROCEDURES
A. On every occasion when physical force has been applied to overcome a subject’s resistance, deputies (or other employees involved) must verbally inform their supervisor as soon as practical. This includes the pointing of any defensive devices as outlined in Detention Policy and Procedures Section 1.85.

B. Whenever physical force used by a deputy results in a complaint of injury or an injury of a subject, seek immediate medical evaluation and/or treatment, and notify a supervisor.

C. Supervisors will follow up on all complaints of injury to ensure medical treatment was offered and documented.
C. All deputies (or other employees) involved in the Use of Force incident must clearly articulate in written form in NetRMS all facts surrounding the incident, including:

1. The reason force was used.
2. Type of force used.
3. What were the effects of the use of force?
4. What negative events would have occurred if force were not used?
5. Subsequent action taken by the deputy.
6. Supervisors and/or investigating deputies will interview all identifiable witnesses, including inmates.
7. In all incidents where force is used photographs will be taken of the inmate where force was applied and of any injuries.

Photographs of any resulting property damage will also be included.
8. All deputies who witness force resulting in serious bodily injury must document their observations in writing. Professional Staff who witness force resulting in serious bodily injury shall be interviewed. Whenever possible, interviews will be recorded.

Deputies who only witness force not resulting in serious bodily injury will be listed as witnesses in the primary report.
9. The facility commander shall be notified of all disparate reports.
10. In addition, a San Diego County Sheriff’s Department Supplemental Use of Force Report (SO-120) will be completed for each incident documenting all force used. Multiple forms will be used if multiple inmates are involved.

D. After the use of any restraint equipment, defensive device, impact weapon or chemical agent upon a subject, a medical evaluation is required and the resulting treatment will be documented in the necessary reports.

II. APPROVAL AND FILING OF RECORDS

A. Use of force incidents will be documented in NetRMS with supporting documentation, photographs and video footage. If no footage is available, it will be documented in the narrative of the report.

B. All reports documenting the use of force will be reviewed, via the chain of command, to the level of the facility commander. Supervisor approval entries will be made in NetRMS in the case details. Any supervisor within this chain of command may order that an administrative follow-up be initiated. This order will set forth the degree and nature of follow-up investigation. The approved original of all crime/arrest reports, deputy’s reports, appropriate medical reports, etc., should be processed according to standard
If a follow-up investigation for the use of force is ordered, it may be assigned to detention facility staff, Internal Affairs, or other appropriate investigators. If the investigation is to be assigned to investigators other than detention facility staff, a copy of the assignment request will be routed to the appropriate detention bureau commander.

III. USE OF FORCE BY PRISONER TRANSPORTATION DETAIL PERSONNEL

A. USE OF FORCE OCCURRING WITHIN A DETENTION FACILITY

1. When force is used by a member of the Prisoner Transportation Detail, the deputy using the force will immediately notify the detention facility supervisor on duty. The detention supervisor is responsible for notifying the transportation supervisor of the incident.

2. When Prisoner Transportation Detail personnel are the only ones involved in a use of force or initiated force within a facility, the Prisoner Transportation Detail's chain of command shall be responsible for the review and approval of the use of force report.

3. If the incident occurred in an area covered by the facility video recording system, prior to leaving the facility, the deputy will request the footage of the incident from the supervisor on duty. The footage will be attached to the report in NetRMS as a URL file by the supervisor on duty.

4. Assisting deputies, assigned to the facility shall write a deputy's report which will be reviewed by his or her immediate supervisor and attached to the main case number in NetRMS.

B. USE OF FORCE OCCURRING OUTSIDE A DETENTION FACILITY

If a transportation deputy uses force on an inmate while en route to or from a detention facility, the courts or clinics the deputy shall obtain a medical evaluation and needed treatment for the inmate, and report the incident verbally as soon as possible to the responsible detention facility supervisor and his or her immediate supervisor. The deputy shall complete a use of force report and submit it as soon as possible.

1. When force is used in these situations, the deputy who used the force shall notify the supervisor at the inmate’s destination as soon as practical.

2. When force is used on an inmate who is out of a facility temporarily, the resulting reports shall be processed through the Prisoner Transportation Detail.

C. USE OF FORCE OCCURRING EN ROUTE TO OUTSIDE AGENCIES

1. When force is used on an inmate while en route to an institution, facility, or other destination outside of our system, the following procedures will be followed.

   a. The on-duty supervisor at the receiving facility will be verbally notified.
b. The transportation deputies involved shall write a Use of Force Report. The report shall include the name of the supervisor who was notified.

c. The transportation deputy will submit the report to his or her supervisor.

d. The transportation supervisor shall log the necessary information in the Transportation Detail Log.

IV. REVIEW PROCESS

Division of Inspectional Services (DIS) staff reviews Use of Force incidents. The scope of the review will include all areas of performance, including conduct, tactics, training, and report content, as well as policy and procedure issues with the goal of identifying compliance issues.

The Compliance Manager of DIS will be responsible for evaluation of compliance issues and recommendation to forward the case for final review by the Critical Incident Review Board as referenced in the San Diego Sheriff's Department Policy 4.23; Department Committees and Review Boards (Critical Incident Review Board.)
PURPOSE

To establish guidelines for deputies in the use of the carotid restraint when it is necessary and reasonable to use physical force.

POLICY

Deputies may use the carotid restraint when it is necessary and reasonable to use physical force to control an inmate who is actively resisting or assaultive.

PROCEDURE

I. APPLICATION

A. It is preferred that the carotid restraint be applied to an inmate who has been brought to a sitting position. If the inmate is standing, an attempt should be made to lower the inmate, by using the knee buckle technique or other technique.

B. Deputies should use the triangulated neck brace technique to restrain movement of the inmate’s head, neck or cervical vertebra.

C. Deputies should apply pressure to the side of the neck to compress the arteries and veins, stimulate the vagus nerve and begin the Valsalva maneuver.

D. Deputies will not apply pressure to the throat area of the neck. This is to prevent pressure on the trachea and hyoid bone, as well as causing disruption of air flow. The carotid restraint should never be held for more than thirty (30) seconds.

E. The time span for an inmate to become unconscious is usually from five (5) to fifteen (15) seconds. Some inmates may lose consciousness sooner or later than other people due to individual variables. If, after thirty (30) seconds of applying the hold, the subject remains conscious, the deputy should release pressure on the neck and use another force option.

F. Deputies will not continue pressure once the inmate is unconscious.

G. Inmates who are unconscious usually regain consciousness within twenty (20) to thirty (30) seconds from the time pressure is released. If consciousness does not return in thirty (30) seconds, deputies shall begin appropriate emergency aid, call 911 and summon medical assistance.
H. After the inmate regains consciousness, it is preferable that the inmate be kept lying down on their side, with the head and neck supported.

I. If the inmate is conscious and must be moved, it is best if the inmate can be transported lying down on their side with the head and neck supported, while maintaining a clear airway.

II. FOLLOW UP PROCEDURES AFTER CAROTID RESTRAINT USE

A. The deputy applying carotid restraint will ensure that the inmate has regained consciousness.

B. All inmates on which this restraint is used need to see a registered nurse. If a nurse is not available, the deputy must evaluate the inmate’s state of consciousness, ability to speak, slurred speech, ability to understand what is being said, and for any one-sided weakness/numbness. Any of these signs require an immediate emergency room evaluation.

C. The watch commander or designee will make a second observation and evaluation of the inmate no later than ten (10) minutes after consciousness is regained.

D. The deputy will submit a NetRMS Use of Force Report. A copy of this report will be sent to the facility commander.

In addition, the San Diego County Sheriff’s Department “Use of Force Supplemental Report” (SO-120) will be completed.

III. CAROTID RESTRAINT CONSIDERATIONS

A. Deputies will not render or cause to have any inmate become unconscious more than twice in a twenty-four (24) hour period if they know or had reason to know of the recent unconscious conditions of the inmate.

B. Deputies should not use carotid restraint on inmates that would be considered medically fragile. This includes, but is not limited to, elderly, heart problems, seizure type illnesses, neck injuries and pregnant women. This is in consideration that deputies have knowledge of the inmate’s medical history and there are no other means of controlling the inmate.
PURPOSE

To establish the criteria and procedures for the use of authorized restraint equipment on any in-custody inmate.

POLICY

Instruments of restraint may be applied to inmates in accordance with outlined procedures and Addendum F. Restraints shall never be used as a form of discipline or a substitute for treatment. All inmates placed in restraints shall be segregated away from other inmates, to prevent abuse. This policy is not intended to affect the use of restraints for the routine movement of inmates (e.g., handcuffs, waist chains). Each facility shall outline, via a green sheet, the types of restraining equipment available as well as the storage location. In situations dealing with an inmate known to be pregnant, or in recovery; after delivery; refer to Detention P&P: I.51, I.57; M.38.

PROCEDURE

I. AUTHORIZATION FOR PLACEMENT AND RETENTION IN A PRO-STRAINT CHAIR

A. Absent exigent circumstances, the watch commander shall be notified prior to an inmate’s placement into restraints (Pro-Straint chair). The watch commander will evaluate the circumstances that exist and determine if restraints shall be applied and the type(s) to be used.

B. Except for monitoring of inmate’s health status, medical staff does not participate in the placement of restraints on inmates ordered by sworn staff. When restraints are used by sworn staff for security reasons, medical staff is notified immediately in order for them to:

1. Review the health record for any contraindications or accommodations required, which, if present, are immediately communicated to the watch commander within one hour of placement.

2. Initiate health monitoring, which continues at designated intervals as long as the inmate is restrained. A medical assessment shall also be completed as outlined in Medical Services Division policy and procedure MSD.R.3. If the health of the inmate is at risk, it will be immediately communicated to the watch commander.
C. The watch commander is responsible for determining the need for the inmate’s continued retention in restraints. Such retention shall be reviewed a minimum of every hour. The inmate’s behavior will be monitored and their progress noted on the Inmate Observation Log (J-19A form). The watch commander will ensure restraints are removed as soon as conditions allow.

II. PLACEMENT IN A PRO-STRAINT CHAIR

A. One deputy from the placement team shall be designated as the "safety deputy." The safety deputy's sole responsibility is to monitor the health and safety of the inmate being placed into the Pro-Straint chair. If at any time during the placement, the safety deputy determines the inmate may be in immediate physical distress, such that the inmate may suffer serious bodily injury or death, the safety deputy shall immediately stop the placement. Necessary precautions will be taken to ensure the wellbeing and safety of the inmate. The watch commander or designated sworn supervisor shall be on scene to monitor Pro-Straint chair placements. Absent exigent circumstances, the watch commander will have the chair placement event digitally recorded on a portable device.

1. Prior to placing an inmate into the Pro-Straint chair, and if the inmate is handcuffed, deputies shall apply leg and waist chains prior to removing the handcuffs. The safety deputy shall monitor this process.

2. Waist chain handcuffs must be double-locked to prevent inmate manipulation which can cause complications (e.g., affect blood circulation in the wrists).

3. Leg and waist chains may remain on the inmate while in the Pro-Straint chair.

4. The continued retention should be evaluated at every check; no inmate should remain in the Pro-Straint chair for longer than two (2) hours without justification and approval from the watch commander. Pro-Straint chair placements exceeding two (2) hours shall require written justification on a supplemental Incident Report in NetRMS and will be approved by the watch commander.

B. Pro-Straint chairs can be permanently mounted in any location, where the inmate can be constantly observed, or serve as a portable device. As a portable device, the Pro-Straint chair can be moved to various locations within a facility.

C. After an inmate is removed from the Pro-Straint chair, the inmate shall be medically evaluated by medical staff as soon as possible.

III. OBSERVATION AND EVALUATION OF INMATES IN A PRO-STRAINT CHAIR

A. Safety checks of inmates placed in restraints (Pro-Straint chair) shall be conducted at least twice every thirty minutes, but as frequent as possible to ensure no unexpected health concerns or injuries arise. During these checks, both sworn and medical staff shall be cognizant of the inmate's condition and look for signs of an immediate threat to the medical/mental health of the inmate. These signs include, but are not limited to; discoloration of the skin below the restraints, difficulty breathing, obvious wounds or injuries, complaints by the inmate of pain and or injury, and self-destructive behavior.
B. Medical staff must be notified immediately if the inmate exhibits any signs of medical distress, including agitated psychosis and/or excited delirium. If necessary, the on-site or on-call physician will be consulted or 911 services utilized.

C. All safety checks, whether conducted by sworn or medical personnel, shall be documented on the J-19A form. Both medical and sworn staff shall confirm the restraints are properly applied and that the inmate is safe.

D. Sworn and medical staff will consider the hydration and sanitation needs of the restrained inmate. If the inmate makes a request for water or restroom facilities, the request shall be granted if sworn staff determines it can be done without jeopardizing the safety of the inmate, staff and/or the security of the facility.

E. A consultation with a psychiatrist shall be secured as needed. An on-call psychiatrist is available for after-hours consultation. If the watch commander, in consultation with medical staff, determines that an inmate cannot be safely removed from restraints after eight hours, the inmate shall be medically evaluated by a physician.

F. Prolonged use of restraints that severely limit the motion of the inmate’s extremities may cause unnecessary pain and or injury. Upon review and recommendation by medical staff and with the approval of the watch commander, restraints may be adjusted or partially removed to allow alternating extremities to be exercised, at a minimum of every two (2) hours. Periods of extremity exercise shall be documented on the J-19A form. If the extremity exercise cannot be completed, due to the inmate’s continued uncooperative behavior, those facts will be included in the supplemental Incident Report.

IV. MAXIMUM RESTRAINT DEVICES

Cord Cuff Restraint and The WRAP Restraint System (The WRAP) are the only devices authorized for use when maximally restraining an inmate. When placing an inmate in any maximum restraint device one deputy shall be designated as the "safety deputy." The safety deputy's sole responsibility is to monitor the health and safety of the inmate being placed into the restraint device. If at any time during the placement, the safety deputy determines the inmate may be in immediate physical distress, such that the inmate may suffer serious bodily injury or death, the safety deputy shall immediately stop the placement. Necessary precautions will be taken to ensure the wellbeing and safety of the inmate. Absent exigent circumstances, the watch commander or designee shall be on scene to monitor the placement. Inmates will only remain in maximum restraints for the minimal time necessary to move them to another location or to transition the inmate into a Pro-Straint Chair.

A. Maximum restraint devices will be stored with the facility tactical response equipment and be utilized with the approval of the watch commander.

B. Following the application of a maximum restraint device, the inmate shall be rolled onto their side into the recovery position or an upright seated position as soon as possible.

C. Deputies must continuously monitor the inmate’s level of consciousness and breathing while in maximum restraints.

D. After the maximum restraints have been removed, the inmate shall be medically evaluated.
E. Cord Cuff Restraints are not authorized to be carried on a deputy's person when not in use.

F. As an alternative to lifting an inmate restrained in The WRAP, he/she may be moved by means of shuffle or hobble only if the inmate has displayed cooperative behavior. If this method is used, appropriate support must be given to the inmate to prevent possible injury.

V. OTHER RESTRAINT DEVICES

A. Tactical Handcuff Lead- is to facilitate the safe removal of handcuffs through a cell door food flap. It provides deputies with the ability to retain control of the handcuffs when dealing with uncooperative inmates.

1. The Tactical Handcuff Lead is approximately six feet long with a hand loop at one end and a handcuff loop at the other end. The Tactical Handcuff Lead is secured onto the links between the handcuffs by passing the handcuff loop through the hand loop and pulling the lead taut.

2. The Tactical Handcuff Lead is not to be carried on the deputy’s person when not in use. The Tactical Handcuff Lead is not intended to be used as a Cord Cuff Restraint or on an inmate who is too intoxicated to stand or walk on their own.

3. In and of itself, use of the Tactical Handcuff Lead is not considered force.

B. Max-Cuff Restraint- is to be used as a temporary restraint in medical situations where the metal waist and leg chains are medically restricted. These procedures include Magnetic Resonance Imaging (MRI), or the need to image portions of the body without any obstructions; X-Ray or Computerized Tomography (CT scan).

1. The Max-Cuff is effective as an all-purpose restraint for hands, legs, arms, leg to hands as a hobble, and can easily be concealed.

2. While transitioning from waist and leg chains to the Max-Cuff, the inmate should not be free from restraints at any time.

3. In and of itself, use of the Max-Cuff is not considered force.

4. Max-Cuffs are available at the University of California San Diego (UCSD) Medical Center and Tri City Medical Center.

   a. UCSD: Max-Cuffs are located in a secured box within the MRI room. The secured box can be accessed with a 503 key.

   b. Tri City: Max-Cuffs are located in a locker within the Hospital Guard Unit (HGU) and can be accessed by calling the HGU.
C. Grip Restraint Device (Grip) - is for use during medical procedures that prohibit the use of metal restraint devices. Medical procedures include: MRI, or the need to image portions of the body without any obstructions, X-Ray or CT scan.

1. While transitioning from waist and leg chains to the Grip, the inmate shall not be free from restraints at any time.

2. In and of itself, use of the Grip is not considered force.

3. Each facility will have a Grip available and it will be deployed with transporting deputies on hospital runs.

4. The Grip Restraint Device is available at UCSD and Tri City Medical Center.
   a. UCSD: Grip Restraint Device is located in a secured box within the MRI room. The secured box can be accessed with a 503 key.
   b. Tri City: Grip Restraint Device is located in a locker with the HGU and can be accessed by calling the HGU.

D. Hobble Chain- is used to limit the mobility of inmates. It is an effective means of restraining a combative inmate. It allows for transporting an inmate in a seated, upright position, while preventing the inmate from kicking (e.g., doors, windows, staff, etc.).

1. The Hobble Chain consists of a leg chain that is attached to both the waist and leg chains on an inmate.

2. The Hobble Chain may be applied at the deputy's discretion.

3. In and of itself, use of the Hobble Chain is not considered force (e.g., movement of a cooperative green banded inmate).

E. Four Point Restraints- are used in the Psychiatric Stabilization Unit (PSU) per the direction and authorization of a psychiatrist (refer to DSB P&P section M.25).

VI. DOCUMENTATION

A. When force (as defined in I.89 and Addendum F) is used to apply any restraint device, it shall be documented as a use of force via an Incident Report in NetRMS.

B. A copy of the J-19A form, when applicable, shall be attached to the Incident Report in NetRMS. The original J-19A form shall be filed in the inmate's custody record.

VII. TRAINING AND MODIFICATIONS

A. Training guidelines in the procedures and proper use of any restraint device listed in this policy shall be developed and reviewed annually by the Detention In-Service Training Unit.
B. Any modifications or attachments to any of the restraint devices listed in this policy must be reviewed and approved by the Detention Services Area III Commander before implementation.
PURPOSE

To establish guidelines for the forcible taking of blood from inmates in the Sheriff's detention facilities.

POLICY

No specimens of blood shall be forcibly obtained, except when authorized by law or pursuant to a court order. The watch commander shall review all involuntary blood draws, prior to obtaining the specimen.

PROCEDURE

I. FORCED BLOOD DRAWS PURSUANT TO A COURT ORDER

A. When an employee sustains an occupational exposure to an inmate's blood, bodily fluid or human excrement, the inmate will be asked to voluntarily submit to a blood draw. The voluntary informed consent shall be in writing. Refusal to voluntarily submit to a blood draw may result in procuring a court order to obtain the specimens of blood.

B. All blood samples must be obtained in a medically approved manner by certified contract forensic personnel. Any force used to facilitate a blood draw must be necessary and objectively reasonable for the circumstances at the time, using only that amount of force to overcome resistance and to safely accomplish the task.

C. If a court order is obtained, it will be reviewed by the watch commander prior to the blood being drawn. The watch commander or designee shall supervise the forced blood draw.

D. The watch commander will have forced blood draws recorded on a portable digital recording device. The recording should include all efforts to gain compliance from the inmate by custody or forensic staff prior to force being used.

II. FORCED BLOOD DRAWS AFTER A GASSING INCIDENT

A. Incidents concerning detention facility employees who have been exposed to an inmate's bodily fluid or human excrement, as defined in California Penal Code Section 243.9, will be investigated. If the chief medical officer (Sheriff's Medical Director) or designee (Facility Supervising Registered Nurse or On-call Supervising Registered Nurse) deems it necessary, they can order the inmate be tested for hepatitis and or tuberculosis, as soon as possible. Every effort should be made to obtain a voluntary blood sample from the inmate first. The voluntary informed consent shall be in writing. Refusal to provide a blood sample may result in a forced blood draw.
B. As defined in California Health and Safety Code Section 121060, an inmate can also be tested for HIV on a voluntary or involuntary basis. The voluntary consent shall be in writing. If the inmate refuses, a court order must be obtained for the HIV testing. The on-duty watch commander or designee will contact the Detentions Investigation Unit to obtain the court order. The blood sample will be processed as outlined in Detention Policy and Procedure Section M.42.

C. Immediately after the event (voluntary, forced or court ordered blood draw) or as soon as practicable, the on-duty watch commander or designee shall ensure that the Sheriff’s Infection Control Nurse and the Medical Liaison Unit are notified in writing as to the facts and circumstances of the gassing incident.

D. The watch commander will have forced blood draws recorded on a digital recording device. The recording should include all efforts to gain compliance from the inmate by custody or forensic staff prior to force being used.

III. DOCUMENTATION

A use of force incident report shall be completed in NetRMS as per Addendum F and Detention Policy and Procedure Section I.89. If the incident involves a court order, a copy of the order must be included with the report; the original court order must be filed in the inmate’s custody record.

IV. FORCED BLOOD DRAWS FROM ARRESTEES INCIDENT TO ARREST

A. Law enforcement agencies that wish to take a blood sample must arrange for this service to be provided prior to the prisoner’s arrival at the detention facility. Detention facility staff shall not participate in forced blood draws performed by other agencies.

B. Blood draws incident to an arrest by San Diego Sheriff's Department (SDSD) deputies shall be performed pursuant to Department Policy and Procedure Section 6.67.

C. The watch commander or designee shall approve the location in which the forced blood draw will be conducted at (e.g., vehicle sallyport, intake area, etc.). Facilities may provide CCTV video recording of forced blood draws to SDSD deputies and as requested by other agencies. The recording should capture all efforts to gain compliance from the inmate by the arresting agency and forensic staff prior to force being used.
PURPOSE

To establish guidelines that will outline sworn staff's involvement when assisting any agency with the removal of an arrestee from their vehicle and/or escorting an arrestee through the booking process.

POLICY

Absent exigent circumstances, the watch commander shall be notified of the assistance being requested. The watch commander or sergeant will evaluate the circumstances of the request and authorize the deputies to assist the arresting/transporting officer (AO). At the request of an AO and with supervisor approval, facility deputies may assist with the removal of an arrestee from the requesting agency’s vehicle and/or assist the AO in escorting an arrestee through the booking process. At no time will facility deputies take custody of the arrestee without the AO assisting with the arrestee.

PROCEDURE

I. The following procedures will be adhered to when deputies and supervisors respond to requests for assistance from an AO.

   A. All requests for cover from AO's shall be responded to immediately and assistance provided within the guidelines of department policy.

   B. Deputies receiving a request for assistance will notify the Intake or Processing Sergeant, without delay. A sergeant shall respond to the scene and notify the watch commander, if at all possible.

   C. If the arrestee has been subjected to maximum restraints, is seriously injured, or in such a state of intoxication or drug influence where they cannot stand or walk on their own, the arrestee should be left in the AO's patrol vehicle (preferably in the recovery position) and closely monitored until seen by the triage or facility nurse. This will prevent unnecessary risk to officers and deputies in the event the arrestee is medically rejected. The watch commander will have the overall authority to accept or reject an inmate after the arrestee has been evaluated by medical staff.

   D. The AO is responsible for the arrestee until accepted for booking by our staff. The AO has primary responsibility for movement and restraint of the arrestee. Deputies are there to provide cover and assistance, only if needed, not accept responsibility for the care and custody of the arrestee.

   E. To minimize or prevent injuries to staff or the arrestee, deputies may use a gurney or wheelchair to assist with the movement of the arrestee.
F. Deputies and supervisors should consider these to be high-risk requests that could result in physical injury.

G. Excited delirium, drug/alcohol overdoses, and other medical emergencies will be subject to refusal by the triage or facility nurse. In the event of a life threatening emergency, 911 will be called.

H. Nothing in this section precludes deputies from taking action to prevent injury to staff, the AO or themselves. However, it is preferred that the initiation of force originates from the AO rather than from our staff. All uses of force will be documented in accordance with Department Use of Force Policies, Addendum F, and Detention Policy and Procedure I.89.

I. If the arrestee is injured before being accepted into the facility, it shall be the responsibility of the arresting agency to have the subject medically cleared by a doctor before being accepted into our custody. When applicable, a supervisor should be present to inform the AO of this requirement.