

6.000. FACILITY SECURITY GUIDELINES:

000.05. PERIMETER SECURITY: Facility Commanders/designees shall establish written procedures for perimeter security. Such procedures shall be in the form of Facility Specific Procedures Manual.
(Rev. 11/2019)

010.00. STAFF REPORTING TO AND LEAVING WORK: Facility Commanders/designees shall establish written procedures for staff reporting for work and leaving work. Such procedures shall be in the form of Facility Specific Procedures Manual.
(Rev. 11/2019)

020.00. INMATE CONTACT/REPAIR WORKERS AND VENDORS: Individuals who are not regular employees of the Department shall not be allowed into inmate housing areas without staff escort. Staff assigned to the facility shall conduct escorts. These individuals shall be subject to visiting regulations and shall be documented in a Administrative Visitors Sign-In log. Such individuals shall display the appropriate administrative visitor pass at all times while on/in a detention facility. Staff shall not allow physical contact between inmates and workers or vendors. Safety staff shall ensure facility security is maintained. (Refer to Facility Specific Procedures Manual)
(Rev. 11/2019)

030.00. BRINGING ELECTRONIC DEVICES INTO THE FACILITY:
Cellular Telephones: Only the Facility Commander/designee may authorize staff to retain cellular telephones for short-term emergency reasons. The Facility Commander or designee may authorize others to bring in laptops. Requests for such authorizations shall be in memo form and shall have specific time limits.

Facility Commanders/designees may authorize shift supervisors to retain cellular telephones.

The following shall be permitted to bring their department/agency issued laptop computers and tablets into jail facilities with facility commander/ designee approval:

- Public Defenders
- District Attorneys
- Other Law Enforcement Agencies
- County Employees

Authorized personnel must be on duty and acting in an official capacity. The electronic devices will only be used to accomplish the purposes of the official visit.

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Court appointed Mental Health Examiners (MHE) shall be allowed to bring in their professional laptop computer into a jail facility to conduct a psychiatric evaluation on an inmate.

The electronic device shall only be used for playback and viewing in the performance of their duty to accomplish the purpose of the official visit.

Electronic devices shall not be used as a communication device to record audio, video, still images, telephone, video conference, email, text message, instant message or used in any other variance or capacity. Any other use is strictly prohibited.

If any official visitor is found in violation of using an electronic device in any prohibited manner, the official visit shall be immediately terminated. The facility where the violation took place shall thoroughly document the incident and provide notification of the violation and the findings to the Administrative Support Unit (ASU) as soon as possible. After review, ASU shall make notification of the violation and the findings to the Office of the Sheriff. Upon notification and confirmation from the Office of the Sheriff, ASU will make notification of the violation to the agency providing employment or direct oversight (Office of the Public Defender, Office of the District Attorney, Courts (court appointed), etc.). This notification shall be done verbally and in writing, documenting the incident, its findings and notifications made. The official visitor shall no longer be permitted or have access to future official visits at any of the facilities. Any violation shall result in revoking the official visitor's laptop/tablet privileges and could also lead to criminal prosecution under Penal Code Section 4575(a).

All other official visitors, except notary publics, religious officials, City, County, Federal or State officials, and licensed or certified process servers, may be issued a facility maintained laptop computer if one is needed during an official visit, and at the discretion of the Facility Commander/designee. Private attorneys shall not be permitted to bring personal or work issued laptops or tablets into the official visiting area. Facility issued laptops shall not have internet access, but will have CD/DVD capabilities, and external thumb drive access. Laptops will be preprogrammed with programs such as Microsoft Word for official visitors to access. Official visitors will not be able to save documents to the computer but will have the capability to save documents to an external thumb drive. Facilities shall use the ASU Laptop Checkout form (ASU#131106) when issuing a laptop for use. (Refer to Bureau Policy Section 12.2000)
(Rev. 04/2020)

030.05. OFFICIAL VISITORS WITH ELECTRONIC DEVICES: All official visitors authorized to bring any electronic device into the facility for their visit shall read and sign the Official Visitors with Electronic Devices form (ASU#140813).

This form will be maintained in the booking jacket of the inmate receiving the official visit.
(Rev. 02/2019)

6.000. FACILITY SECURITY GUIDELINES:

040.00. STAFF IDENTIFICATION DISPLAY: Department staff visiting or working at a facility, and not in uniform, shall display the proper department issued identification card, building pass, or badge in plain view. Law enforcement personnel not employed by the Department shall wear their agency issued identification card in plain view. (Refer to Facility Specific Procedures Manual)
(Rev. 04/2020)

050.00. ADMINISTRATIVE VISITOR LOG: Facility Commanders/designees shall ensure an Administrative Visitors Sign In log is kept of all persons not assigned to the facility. The log shall list persons entering and exiting the secure areas of a facility for purposes other than inmate visits. The log shall include the person's printed name, type of identification and number, time they entered and exited the facility, agency, and purpose for visit.

The shift supervisor may waive this requirement in order to facilitate tours granted in accordance with Bureau Policy Section 6.055.00.

Logs shall be maintained for two years at the individual facility.
(Rev. 02/2019)

055.00. ADMINISTRATIVE VISITORS ACCESS TO FACILITY: Administrative visitors include, but are not limited to, inspectors, Grand Juries, law enforcement personnel from other agencies, non-county contractors, vendors and tours with business other than inmate visits. Administrative visitors not assigned to the Detention and Corrections Bureau shall not be granted access to the secure areas of the facility without approval of the Facility Commander/designee. Administrative visitors requesting access shall check in at the designated location of the facility and shall sign in on the Administrative Visitors Sign In log. With the Facility Commander's/designee's approval, an administrative pass shall be issued. [REDACTED]

[REDACTED]
as determined by the Facility Commander/designee. The pass shall be laminated and contain the name of the facility. The lower portion of the pass shall designate the type of visitor and contain a color coding.

Color Code: [REDACTED]
[REDACTED]

The visitor pass shall be worn in plain view and shall not be removed until the visitor leaves. When the administrative visitor leaves, the time of their departure shall be entered on the Administrative Visitors Sign In log. Staff shall collect the pass when the visitor checks out of the facility.

6.000. FACILITY SECURITY GUIDELINES:

Appropriate law enforcement identification may supplement, but not be used in place of a visitor's pass. Generally, administrative visitors wearing the [REDACTED] pass shall be escorted by safety staff within the secure areas of the facility.

This policy does not apply to members of the Department's executive staff, captains, lieutenants, or correction bureau managers.
(Rev. 04/2020)

055.05. LABOR RELATIONS REPRESENTATIVES: In order to maintain good employee relations, it may be necessary for a labor relations representative to confer in the workplace with the staff they represent.

The safety association president or professional labor advocate, with reasonable advance notice, shall be granted access to the facilities during regular working hours to investigate and process grievances or appeals or examine working conditions.

After checking in with a shift supervisor, the association president, if employed with the Department, may travel unescorted in secure and non-secure areas of the facility. Other association labor advocates may have access to secure areas but shall be assigned an escort by a shift supervisor.

A shift supervisor may deny access or terminate the visit at any time if, in their judgment, the visit is interfering with the safety or security of facility operations. If access is denied, the shift supervisor shall establish a mutually agreeable time to access the staff or facilities.

This policy does not apply to members of the Department's executive staff, captains, lieutenants, or correction bureau managers.
(Rev. 11/2019)

055.10. STAFF SOCIAL VISITS: Social visits occurring in the secure portion of Detention and Corrections facilities by off-duty staff or staff from other divisions or correction facilities shall occur only with the expressed consent of a shift supervisor. Approved visits shall be logged in accordance with Bureau Policy Section 6.050.00.
(Rev. 11/2019)

060.00. FACILITY TOURS: Groups and organizations may request tours of jail facilities. All jail tour requests shall be directed to the Facility Commander/designee for approval. Types of groups or organizations which may enter into the secured portions of the jail facility include government agencies or their individual members, service clubs, citizen groups interested in law enforcement, businesses interested in operations, functions and design of jail facilities, students studying law enforcement, Department sponsored intervention programs, and programs promoting positive educational experiences for juveniles involved with law enforcement.

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A Request for Facility Tour form (ASU#010702) shall be used when a group requests a tour. The group shall complete the form and return it prior to the date of the requested tour. The Facility Commander/designee shall review the completed form and authorize the tour when appropriate. A facility staff member who coordinates the tours shall contact the group to schedule the tour. Generally, safety staff may conduct the tour on the scheduled day. A facility staff member shall escort all tours. Completed Request for Facility Tour forms shall be maintained in an administrative file for two years. (Refer to Bureau Policy Section 11.550.00)

Shift supervisors may permit certain groups or individuals (family member or outside agency employees) to tour the facility on a case by case basis. (Refer to Facility Specific Procedures Manual)

Persons under the age of 18 shall not be permitted into the secure areas of the facility without prior permission from a shift supervisor and a completed Consent and Release form (ASU#060801). Under no circumstances shall a minor under the age of 12 be permitted into the secure portion of any jail facility. Individuals who are on probation or under any other legal mandate shall not be allowed to tour the secure portions of any jail facility.

(Rev. 04/2020)

6.100. ALARM SYSTEMS

110.00. ALARM TYPES: Facilities use varieties of alarm systems, including no-dial telephones, fire, computer, door, and intercom buttons located where inmates may access them.

(Rev. 10/2007)

111.00. NO-DIAL ALARM: This is used by staff who may not have access to handheld radios (HTs) to alert staff of extreme emergencies. Examples include but are not limited to assaults and medical assistance. [REDACTED]

[REDACTED] When a no-dial alarm is activated, safety staff shall respond to the location to investigate the cause of the alarm.

(Rev. 11/2019)

112.00. INTERCOM BUTTONS: Intercom buttons may be used to communicate with inmates. If an inmate has questions for staff, they may use the intercom button located in their unit, cell or dormitory. Inmates misusing or tampering with any intercom system may be disciplined.

If an inmate is having an emergency, staff shall determine what the emergency is and take appropriate action. Examples of emergencies are an inmate assault, flooding of a cell, or a suicidal inmate, etc. Staff shall summon medical aid if there is a medical emergency. Staff shall immediately look up the inmate's medical information located in JIMSnet's medical alert screen and provide the information to Health Services staff.

Staff shall log the results of any verified emergency in the unit log book. Intercom buttons shall not be reset until safety staff investigates the emergency.

(Rev. 11/2019)

115.00. CODES FOR SERIOUS INCIDENTS: Codes shall be used to notify staff of incidents occurring in the facility. Codes shall be announced over the intercom and HT radio. Staff shall notify a shift supervisor when it appears a serious incident could occur.

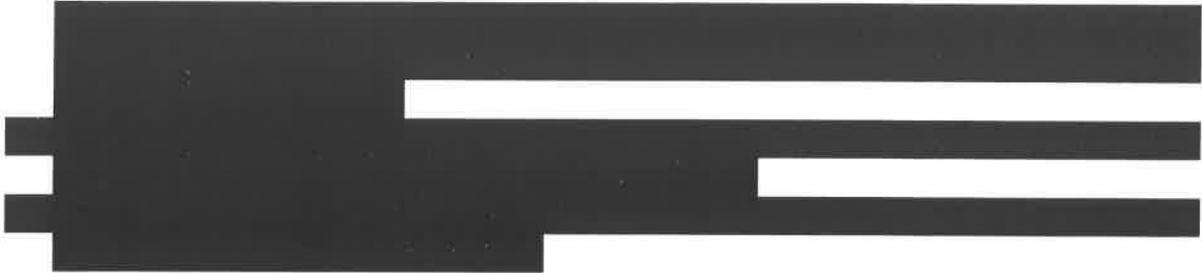
The following codes shall be used for serious incidents:

Code Red: This is used to initiate a total lock down of the facility. Code Red shall only be used in response to major events, including but not limited to inmate escapes, riots, and power outages that affect door locks. Shift supervisors shall determine if a Code Red should be announced.

During a Code Red:

[REDACTED]

6.100. ALARM SYSTEMS



Staff shall not resume normal duties until a shift supervisor lifts the Code Red.

Code Blue: This is used to notify custody and Health Services staff of apparent inmate life-threatening emergencies. The inmate's status, incident location, and pertinent medical information located in the JIMSnet medical alert screen shall be given when a Code Blue is announced. Only the number of staff required to administer appropriate medical assistance or to secure the scene shall respond.

Man Down: This is used to alert custody the Health Services staff of serious inmate injuries or medical emergencies. Inmates' suspected injury or medical emergency, incident location, and pertinent medical information located in the JIMSnet medical alert screen shall be given when a Man Down is announced.

Injuries involving staff shall be broadcasted as "Employee Down", along with suspected injury, and incident location.

Code Red, Code Blue, Man Down, and Employee Down are the only serious incident codes authorized for use in the facilities and shall not be modified.

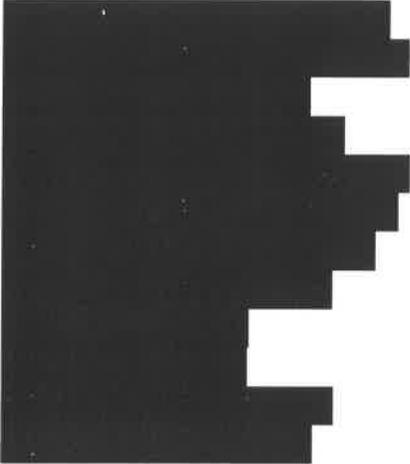
Information on Code Red, Code Blue, Man Down, and Employee Down procedures shall be maintained in Facility Specific Procedures Manual.
(Rev. 11/2019)

6.400. FACILITY EMERGENCY PROCEDURES

400.00. EMERGENCY OPERATIONS PLAN (EOP): Facility Commanders/designees shall establish and maintain an Emergency Operations Plan (EOP) for each facility. [REDACTED]

[REDACTED] Hard copies of the EOP shall be maintained at key locations determined by the Facility Commander/designee.

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



(Refer to Bureau Policy 15.500 and Facility Specific Policy)
(Rev. 02/2019)

400.01. ANNUAL REVIEW PROCESS: All original documents and signatures will be maintained in the facility's administration copy of the EOP.

By January 1st of each year, the facility's Executive Officer will inventory the copies of the EOP and review its content. A new signature page reflecting the date shall be prepared and submitted along with the EOP manual to the Facility Commander/designee. Once approved, the EOP will be submitted to the Bureau Deputy Chief.

When Deputy Chief approval has been received and all signatures are collected, the previous year's signature and revision history pages will be moved to the EOP appendix section to be kept for 5 years.



(Rev. 02/2019)

6.400. FACILITY EMERGENCY PROCEDURES

400.02. EMERGENCY SUPPLIES: Facilities shall include as part of their annual inspection matrix, a yearly facility inspection log of emergency supplies as outlined in the EOP to ensure those supplies are updated and rotated as needed.
(Rev. 02/2019)

401.00. FACILITY EVACUATION RESPONSIBILITIES: Each facility shall have an evacuation plan. All staff shall be familiar with the facility's exit paths and which steps to take if the facility loses power during an emergency. All staff are responsible for knowing which keys operate different types of doors and where the exit paths are out of the area.
(Rev. 02/2019)

401.20. EVACUATION KEYS: Evacuation keys shall be maintained in a location designated by the Facility Commander/designee and in accordance with the facility evacuation plan.
(Rev. 02/2012)

401.30. EMERGENCY RELEASE OF INMATES: U.S. Government Code Section 8658 allows the release of inmates without liability to the officer(s) involved, if an immediate and dangerous threat exists to the safety or live(s) of inmate(s) remaining in custody.
(Rev. 02/2012)

402.00. FACILITY VENTILATION: If smoke or other offensive substance becomes intense enough inside a facility to require evacuation or immediate ventilation of the area, the shift supervisor shall be notified of the incident, the location of the incident and the amount of contamination generated. The shift supervisor shall make the appropriate notifications and if evacuation is needed, ensure proper security and evacuation procedures are followed. (Refer to Title 15, Section 1032, Facility Specific Emergency Operations Plan and Facility Specific Policy).
(Rev. 02/2019)

6.500. DOOR SECURITY

505.00. DOOR SECURITY: Facilities are designed for maximum protection against escape attempts. This is accomplished by restricting movement throughout the facility. Inmates leaving one secured area and entering another are unable to do so without a staff member opening a door.

Security doors shall remain closed unless authorized personnel are passing through. Interlocking doors shall not be opened at the same time.

Staff shall take precautions to ensure all persons are clear for movement prior to opening or closing doors and gates.

Staff shall not open any door until the person requesting entry or exit has been identified.

(Rev. 07/2010)

510.00. CONTROL PANELS: (Refer to Facility Specific Policy)

(Rev. 02/2019)

510.05. SALLYPORTS: (Refer to Facility Specific Policy)

(Rev. 02/2019)

510.10. NON-CRITICAL DOORS: Facilities shall ensure all General-Purpose rooms (utility closet, restrooms) that have locking mechanisms are locked at all times. Under no circumstances shall any door be propped open to override any locking mechanism.

(Rev. 04/2019)

6.600. LOCKDOWN PROCEDURES

600.05. LOCKDOWN DEFINED: "LOCKDOWN" is defined as: the suspension of all normal jail activities; all inmates are confined in their cells and movement of any type is suspended.

- LOCKDOWN TYPES: There are two types of lockdowns: Housing Lockdown and Facility Lockdown. In both cases a supervisor shall be advised.
- WHEN TO LOCKDOWN: This procedure should be implemented when any of the following conditions exist:
 - Major disturbances
 - Inmate riots
 - Inmate escapes
 - Major earthquakes or structural damage
 - Facility fires
 - Any other situation which a supervisor deems necessary for facility security or staff/inmate safety

(Rev. 02/2019)

620.00. LOCKDOWN RESPONSIBILITY: The on-duty supervisor has the ultimate responsibility for all lockdown procedures.

(Rev. 02/2019)

640.05. STAFF ACCOUNTABILITY: (Refer to Facility Specific Policy)

(Rev. 02/2019)

645.00. LOCKDOWN PROCEDURES: (Refer to Facility Specific Policy)

(Rev. 02/2019)

6.700. BRIDGE SECURITY

720.05. INMATE WORKER I.D.: (Refer to Bureau Policy Section 13.100)
(Rev. 02/2019)

730.00. ACCESS TO BRIDGE: Authorized facility personnel and/or Sheriff's Department staff who have shift supervisor approval may gain access to the bridge area without a facility escort. Escorted personnel may include the following:

[REDACTED]

(Rev. 02/2019)

740.00. WEAPONS: [REDACTED]

(Rev. 02/2019)

750.00. KEY CONTROL: (Refer to Bureau Policy Section 6.1000)
(Rev. 02/2019)

6.800. FACILITY COUNT PROCEDURES

800.05. INTRODUCTION: The objective of a facility count is to accurately account for all inmates in the legal custody of the Sheriff.

Facility count shall be conducted once per day at lights out. Glen Helen Rehabilitation Center (GHRC) shall conduct a second count during the AM shift. The second count should be done in conjunction with a time when inmates are already locked down (the time used to clean the segments after meals have been served).

(Rev. 11/2019)

810.00. COUNT PROCEDURES: Each facility shall have an established count procedure. Facility Commanders/designees shall establish written procedures for conducting count. The count procedures shall be in the form of Facility Specific Procedures Manual. The count procedures shall include:

- Verification of inmates that are off the facility
- Review of facility count sheets
- Procedures at the conclusion of count
- Notification of supervisor for any discrepancies in count
- Recording of discrepancies
- Locating inmates not accounted for
- Utilization of the I.D. card
- Staff responsibilities during count

Facility count should begin once the inmates are locked down.

Facility count shall not hold up the release of an inmate. The released inmate should be accounted for by the housing unit staff and/or by releasing staff.

Additional information may be found in Facility Specific Procedures Manual.
(Rev. 11/2019)

6.900. CELL SEARCHES

900.01. INTRODUCTION: Housing unit inspections, searches and shakedowns are a necessary function of custodial staff in order to maintain proper security and eliminate the accumulation of contraband by inmates. If safety staff conducts searches in a thorough and proper manner, the chance of lost or damaged inmate property is reduced to a minimum; thus reducing inmate complaints of theft and destruction by inmates and staff.

(Rev. 02/2019)

900.05. CELL INSPECTIONS: Cell inspections shall be conducted as often as possible on all shifts and shall include but not be limited to: viewing the interior of a cell from the doorway area, checking on inmate welfare and safety hazards (i.e., plumbing, lighting and integrity of the facility).

(Rev. 02/2019)

900.10. CELL SEARCHES: Cell searches shall include inspection and searching for contraband. These searches shall be conducted randomly or based on specific information obtained. Cell searches shall not be conducted after lights out unless emergency or exigent circumstances exist. In these instances, a shift supervisor shall be contacted and be present whenever possible.

(Rev. 03/2013)

900.15. HOUSING SHAKEDOWN: A housing shakedown is a simultaneous search of all cells or bunks in a housing location. A shift supervisor shall be present during the shakedown. After a shakedown has been conducted, a shakedown log shall be completed. The shift supervisor shall delegate a staff member to notate all recovered contraband on the facility's contraband log. The shift supervisor may assign a safety staff member to complete a criminal report when weapons, drugs, or fashioned ropes designed for possible escape are recovered. (Refer to Facility Specific Policy for information regarding shakedown logs, deputies assembling, housing control SCS, and inmate holding areas)

(Rev. 02/2019)

920.05. CONFIDENTIALITY PRIOR TO A SEARCH: Staff shall keep any information regarding a shakedown confidential and shall not discuss pending shakedowns around any inmates.

(Rev. 03/2013)

920.30. PROFESSIONALISM DURING A SEARCH: All searches and shakedowns shall be done in a systematic, thorough, and professional manner.

(Rev.03/2013)

920.35. METHOD OF SEARCH: An orderly search shall be conducted in a manner that is least disturbing to the inmate's personal property.

6.900. CELL SEARCHES

- [REDACTED] (document in housing log)
- Staff shall avoid placing inmates' property where it may become mixed with other inmates' property, contraband, or trash
- If allowable property is removed during the search, it shall be returned after the search
- Staff shall not intentionally damage inmates' property
- Inmates' property should not be moved anymore than necessary to conduct a thorough search
- Inmates' games which were in progress prior to the search should not be intentionally scattered
- Cleanser and/or cleaning supplies should not be intentionally scattered
- Bedding should not be intentionally placed on the floor

(Rev. 02/2019)

920.40. X-RAY SYSTEM: Fixed or mobile x-ray inspection equipment may be used to detect contraband.

- Staff using this equipment shall adhere to the safety, operational, maintenance and service guidelines as set forth by the manufacturer
- Facilities shall ensure training and equipment information is provided to staff authorized to operate the system
- No staff member shall operate the x-ray inspection equipment unless properly trained and authorized to be an operator as established by the facility
- Staff shall not use or operate the x-ray inspection equipment without approval of the shift supervisor
- Current x-ray inspection equipment shall not be used to x-ray humans

Staff members shall not do the following when operating or in close proximity of the x-ray inspection equipment:

- X-ray any part of the body
- Operate or be in close proximity of pregnant inmates
- Eat or drink
- Wear lanyards, neck chains, or loose clothing
- Download computer programs or files onto the equipment

(Rev. 02/2019)

920.45. CLEAN UP: Staff shall supervise all inmate workers and the cleanup of all items removed from a housing unit/segment/tier after a search is completed.

- Inmate workers shall not be allowed to enter a cell or dormitory area without staff being present

6.900. CELL SEARCHES

- Staff shall place all items to be removed outside the inmate's cell or away from the inmate's bunk
- All inmates shall be ordered back into their cells (or back to their bunks) and the doors shall be secured
- If cleaning is needed in the unit, the inmates shall be advised and supplied with the appropriate cleaning items
- If the water is shut off during the search, it shall be turned back on once the search is complete

(Rev.02/2019)

930.00. CONTRABAND ITEMS: Any item issued or purchased that has been altered from its original form.

- Razor blades removed from razor
- Medications not prescribed to the inmate by Health Services
- Drug paraphernalia
- Tattoo kits/needles/pens
- Weapons of any kind
- Any type of cutting or stabbing instrument
- Fashioned ropes
- Cellular telephones and/or electronic devices
- Pruno
- Any metal, other than eyeglasses, canes, walkers, etc
- Tobacco products, matches, or lighters
- Any item not allowed at the time of booking, not sold in commissary or issued by the facility
- Money
- Excess property (the amount of commissary items an inmate may possess is outlined in the Inmate Rules and Regulations and Bureau Policy Section 12.2210.08)

(Rev. 02/2019)

940.00 ITEMS SUBJECT TO SEIZURE: All items identified as contraband shall be removed from the cell or bunk. Items subject to seizure may include, but are not limited to:

- Possession of commissary items exceeding the quantity limitations set forth in the Inmate Rules and Regulations and Bureau Policy Section 12.2210.08
- Any item stuck to any surface of the wall by use of tape, toothpaste, etc.
- Styrofoam cups (shall only be used in a single use manner during meal times)
- Medication not stored in its original packaging used contrary to prescribed recommendations
- Library books (in excess of two per inmate)
- Excess clothing or bedding

6.900. CELL SEARCHES

- Broken eyeglasses
- Canes, walkers, prosthetic devices or any other medical appliance not approved or assigned by Health Services
- Any contraband item
- Legal mail inspected for contraband (paperclips, staples, binder clips, tape, post it notes, etc.)

(Rev. 02/2019)

940.05. CONTRABAND STORAGE CONTAINER AND LOG: Every facility shall maintain a contraband storage container and the location of such containers shall be included in the Facility Specific Policy. Staff who recover contraband shall enter the item properly and document it on the Inmate Contraband Log (ASU#051001). The current month's contraband log shall be kept in a centralized location at each facility, and accessible to all staff. At the end of each month, completed Inmate Contraband Logs shall be forwarded to facility administration. (Refer to Facility Specific Policy)

(Rev. 02/2019)

980.00. DISPOSITION OF CONTRABAND ITEMS: All contraband shall be disposed of as soon as practical after discovery, excluding items seized and tagged as evidence.

(Rev.02/2006)

6.1000. FACILITY KEY CONTROL

1010.00. STAFF RESPONSIBILITY: Keys are the property of the department and shall not be duplicated. Issued keys shall be recorded on Employee Personal Information forms (ASU#110222). Other keys shall not be removed from a facility without approval from its Facility Commander/designee.

Staff shall maintain physical possession of keys while on the facility. Staff shall be familiar with keys assigned to their workstation. Staff shall not allow inmates to touch keys, or view key numbers or letters. (Refer to Department Manual Section 2.546 and Facility Specific Policy)
(Rev. 02/2019)

1011.00. GRAND MASTER KEYS: Grand master keys shall be serialized and an accounting and tracking system shall be established by each Facility Commander/designee. Grand master keys shall not be duplicated without approval from the Facility Commander/designee.
(Rev. 02/2019)

1012.00. KEY CONTROL BOXES: Staff assigned to work areas containing key control boxes shall inventory keys prior to relieving employees going off duty. Staff shall immediately report missing keys to a shift supervisor.
(Rev. 08/2008)

1020.00. KEY CONTROL LOCATIONS: Facility Commanders/designees shall designate areas where key control boxes are located. (Refer to Facility Specific Policy)
(Rev. 02/2019)

1030.00. KEY INVENTORIES: Facility Commanders/designees shall establish inventory systems for facility keys.
(Rev. 02/2019)

6.1100. ESCAPE PROCEDURES

1100.00. ESCAPES: Emergency escape procedures and notifications shall be made upon any reasonable suspicion of an escape. Suspected escapes shall be immediately disproved or confirmed. The identity of escapees and other pertinent information will be rapidly disseminated to aid in their capture and return to custody.

(Add. 03/2013)

1110.00. STAFF DUTY TO REPORT POSSIBLE ESCAPES: Staff should not second guess themselves if they think an escape may have occurred. Time is of the essence and staff need to act without hesitation to initiate escape procedures and an investigation.

(Rev. 02/2019)

1115.00. INITIAL STAFF ACTIONS: Any staff suspecting or discovering an escape shall notify a shift supervisor immediately. The discovering staff member(s) shall provide as much information as possible, such as:

- Location where the escape is occurring or occurred
- Identity and description of escapee, if known
- Number of inmates involved
- Means of escape (climbing the fence, across the roof, running to a car, etc.)
- Time frame
- Direction of travel, if known

Potential indicators of escape requiring additional investigation and immediate supervisor notification include but are not limited to:

- Missing locks
- Damaged/missing windows
- Holes in walls/ceilings
- Unsecured doors
- Information from inmates
- Clothing/blankets on fence
- Dispatch reports of inmates

(Rev. 02/2019)

1120.00. SUPERVISORY RESPONSIBILITIES: The shift supervisor or their designee shall initiate the following actions:

- Code Red or Facility Lockdown

6.1100. ESCAPE PROCEDURES

[REDACTED]

- Immediate notification to:
 - Facility Commander/designee
 - The Centralized Classification Unit (CCU)

Once an escape has been confirmed:

[REDACTED]

(Refer to Penal Code Section 4537(a), Bureau Policy Sections 6.115.00 and 6.600.05, and Facility Specific Policy)
(Rev. 02/2019)

1120.10. INMATE COUNT: Confirmation of an escape can be made prior to the count if staff provides eyewitness information and can positively identify the inmate. However, a count should be conducted to determine if other inmates are involved, and

6.1100. ESCAPE PROCEDURES

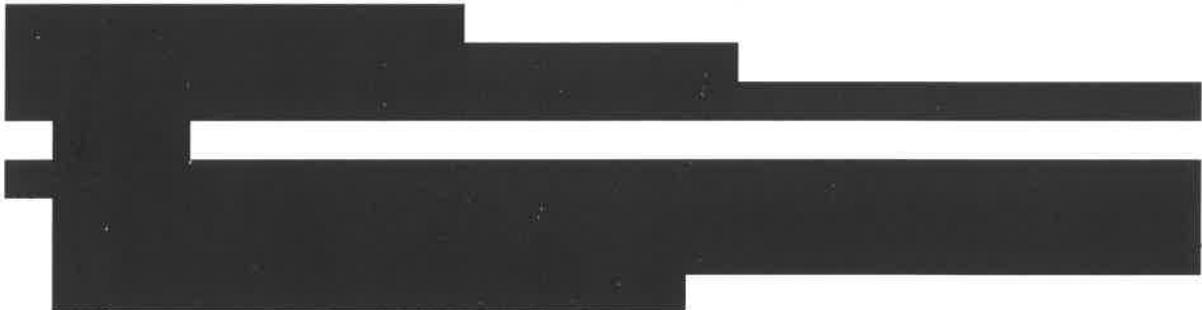
to validate the identity of the escapee(s). Safety staff shall locate and identify all inmates to account for and verify each is still in custody.

(Rev. 02/2019)

1120.30. DEPUTY CHIEF NOTIFICATION: Upon being advised of an escape or suspected escape, the Facility Commander/designee shall immediately notify the Duty Captain, the Deputy Chief of the Detention and Corrections Bureau, and the Duty Deputy Chief. In the event the Facility Commander/designee is unavailable, the shift supervisor shall make the Deputy Chief notification.

(Rev. 02/2019)

1130.00. EXTERIOR/INTERIOR SEARCH: The shift supervisor or their designee shall direct safety staff to:



- Other actions as deemed necessary by the shift supervisor or Facility Specific Policy

(Rev. 02/2019)

1143.00. NOTIFICATION OF ARRESTING AGENCY: In the event of a confirmed escape, the shift supervisor, or their designee, shall advise the Watch Commander of the inmate's arresting agency/station.

(Rev. 02/2019)

1144.00. NOTIFICATION OF AGENCY OF ESCAPEE'S RESIDENCY AND CONTACT INFORMATION: In the event of a confirmed escape, the shift supervisor, or their designee, in consultation with the SED Commander, may advise the Watch Commander of the law enforcement agency/station responsible for the inmate's last known address and of the address listed as an emergency contact.

(Rev. 02/2019)

1150.00. VISITING: Visiting shall immediately stop when notification of an escape has occurred. Shift supervisors shall determine when it is appropriate to evacuate and secure the public visiting, official visiting, and public lobby. (Refer to Bureau Policy Sections 6.115.00 and 6.600.05)

(Rev. 02/2019)

6.1100. ESCAPE PROCEDURES

1155.00. NOTIFICATION OF PUBLIC AFFAIRS: In the event of a confirmed escape, the shift supervisor, or their designee, shall advise Public Affairs of the escape. No information shall be released without the permission of the Office of the Sheriff or Facility Commander/designee and after consultation with the SED Commander.
(Rev. 02/2019)

1160.00. INMATE INTERVIEWS: Interviews are normally handled by SED. If circumstances demand more immediate action, safety staff, at the direction of a shift supervisor, shall conduct recorded interviews. All interviews and other supplemental reports shall be turned in prior to the end of shift.
(Rev. 02/2019)

1165.00. EVIDENCE: Escape is a crime. All evidence related to an escape shall be properly documented, collected, and submitted prior to the end of shift. (Refer to Penal Code Sections 4532(a)(1) and 4532(b)(1))
(Rev. 02/2019)

1170.00. BOOKING A CAPTURED ESCAPEE: When booking an arrestee entered into CNI as an escapee, supplemental bookings shall be added to the inmate's original booking number. A shift supervisor shall be notified of the booking.
(Rev. 03/2013)

1170.50. CAPTURED ESCAPEE ADVISALS: Upon the booking of a captured escapee and as soon as practical, the shift supervisor, or their designee shall advise:

- The Facility Commander/designee
- CCU staff
- Public Affairs
- The SED supervisor
- In consultation with SED, the Watch Commander of the original arresting agency/agency of escapee's residency

The Facility Commander/designee shall be responsible for advising the Deputy Chief of the Detention and Corrections Bureau or the Duty Deputy Chief.
(Rev. 02/2019)

1180.00. ADMINSTRATIVE INVESTIGATIONS: Whenever an inmate escapes from a facility, two (2) separate internal investigations shall be conducted.

Facility Assessment and Response Investigation: This investigation shall be conducted by a sergeant of the involved facility and shall focus solely on the issues regarding the structural deficiencies and recommended improvements, procedural deficiencies and the effectiveness of the response by all personnel. This investigation shall be the source document for the Escape Review Board.

6.1100. ESCAPE PROCEDURES

Escape Review Board: An Escape Review Board will be convened once the administrative investigation is complete. The escape review board shall consist of the Deputy Chief, the Administrative Support Unit (ASU) Commander, Facility Commander/designee, and Executive Officer. The sergeant conducting the investigation will present the findings to the Board. The Board will render a decision as to any procedural changes which need to be made, or if the structural plant needs improvement, but will not determine any findings pertaining to possible policy violations made by staff.

Administrative Investigation: The Facility Commander/designee shall assess the possibility of potential misconduct by staff contributing to, or causing the escape, and make a determination whether to proceed with an Administrative Investigation regarding policy violation(s). If such an investigation is to be initiated, the Facility Commander/designee may either request the assistance of the Internal Affairs Division, or assign the investigation to a sergeant, independent of the sergeant conducting the Facility Assessment and Response Investigation.

(Rev. 02/2019)

1190.00. FACILITY SPECIFIC POLICIES: Facility Specific Policies shall include the following as related to an escape:

- Escape Investigation Team
- Core Rover Responsibilities
- Duty Officer Responsibilities
- Visiting/Lobby Procedures
- Code Red Procedures
- CCU Staff Responsibilities
- Shift Supervisor Responsibilities

(Rev. 02/2019)