

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Equipment

Bureau Policy: 4.000.00 Weapons, Equipment and Resources

Facility Policy: (34)4.000.06 Glock Semi-Automatic Pistols

[REDACTED]

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Revision Date: July 3, 2019

Bureau Policy Section: Weapons, Equipment and Resources

Bureau Policy: 4.010.00 Monthly Inventory of Weapons

Facility Policy: (34)4.010.00 Monthly Inventory of Weapons

It shall be the responsibility of the Support Services sergeant to ensure a physical inventory is conducted of all equipment assigned to the Facility Armory. A written report of the inventory, listing equipment in need of repair or replacement, shall be submitted to the facility commander.

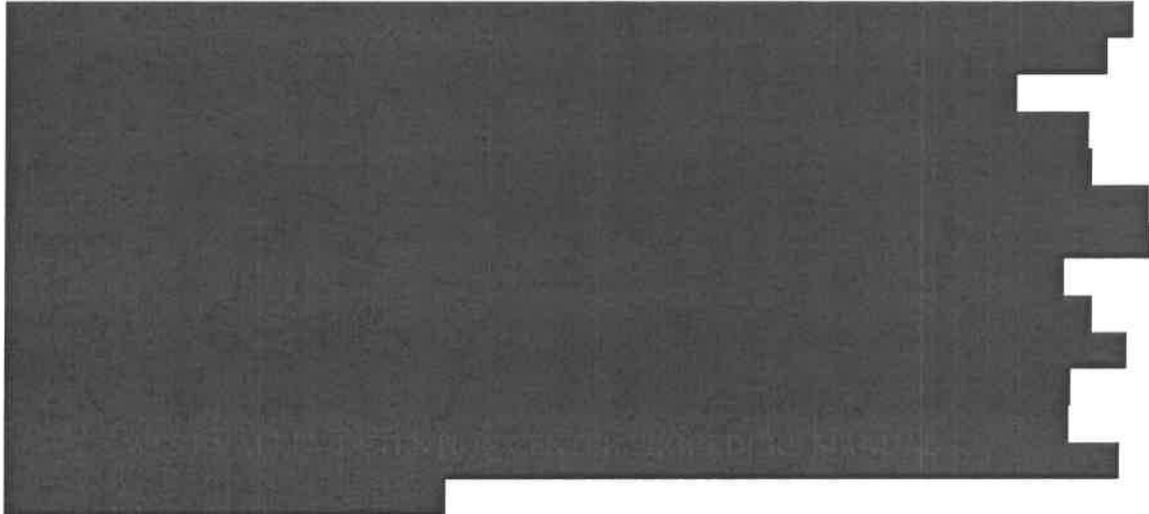
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Revision Date: July 3, 2019

Bureau Policy Section: Weapons, Equipment and Resources

Bureau Policy: 4.010.00 Monthly Inventory of Weapons

Facility Policy: (34)4.010.05 Supplemental Ammunition



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Revision Date: July 3, 2019

Bureau Policy Section: Weapons, Equipment and Resources

Bureau Policy: 4.210.00 Portable Radios (HTs)

Facility Policy: (34)4.210.00 Portable Radios (HTs)

Employees utilizing portable radios (HT's) in the performance of their duties, shall use the following channels for communications:

- Primary facility radio transmissions:
[REDACTED]
- Tactical Channels for non-emergency radio transmissions:
[REDACTED]
- Channel for Maintenance, Facilities Management, and Jail Ward:
[REDACTED]
- Rancho Cucamonga frequency (for use by Visiting Lobby deputy, hospital transportation deputy, Front Gate deputy and core rover, in the course of their duties):
[REDACTED]

Radio transmissions should be brief, concise, and to the point. Accepted radio codes and terminology shall be used whenever possible. Lengthy transmissions should be conducted on the telephone whenever possible. (Reference Department Policy 2.522.20)

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Bureau Policy Section: Weapons, Equipment and Resources

Bureau Policy: 4.210.00 Portable Radios (HTs)

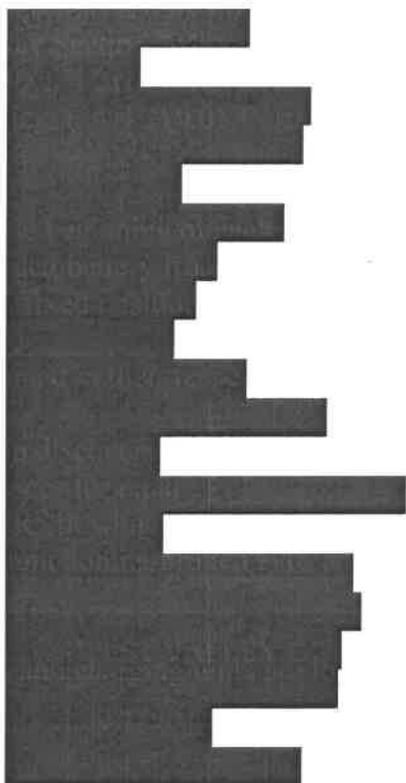
Facility Policy: (34)4.210.05 Portable Radio (HT) Assignments

At the beginning of each shift, employees shall obtain a portable radio (HT) and a charged battery from their assigned post. Employees assigned as a rover and other non- fixed positions [REDACTED]

[REDACTED] HTs for supervisory staff members shall be obtained in their respective areas and are designated for supervisor use only.

Upon discovery of a damaged or malfunctioning HT, staff shall take the HT to Support Services for repair. [REDACTED] and shall be stenciled in "LXR" in white paint. These radios shall be temporarily exchanged from any malfunctioning/broken HTs and returned once the original HT is repaired. [REDACTED]

HTs and charging units are located in the following areas:



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Bureau Policy Section: Weapons, Equipment and Resources

Bureau Policy: 4.210.00 Portable Radios (HTs)

Facility Policy: (34)4.210.10 Portable Radio (HT) Inventory

The portable radios (HTs) assigned to each area shall be accounted for and documented on the equipment inventory log at the beginning of shift by the staff member assigned to that post. When a staff member checks out an HT from a control room, they are responsible for returning the HT to the same control room prior to the end of their watch.

A monthly radio audit shall be conducted by the Support Services division. This report shall be forwarded to the facility commander for review.

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Bureau Policy Section: Equipment

Bureau Policy: 4.215.00 "Spit Net" Disposable Spit Guard

Facility Policy: (34)4.215.00 "Spit Net" Disposable Spit Guard

The floor sergeant shall be notified when use of a spit net is necessary. A supply of spit nets shall be maintained in Male Intake, Female Intake and Intake Control.

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Revision Date: July 3, 2019

Bureau Policy Section: Equipment

Bureau Policy: 4.220.00 Riot Equipment

Facility Policy: (34)4.220.05 Riot Helmets

Riot helmets are maintained in an area(s) designated by the Emergency Response Team (ERT) supervisor.

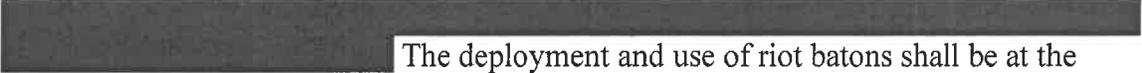
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Revision Date: July 3, 2019

Bureau Policy Section: Equipment

Bureau Policy: 4.220.00 Riot Equipment

Facility Policy: (34)4.220.10 Riot Batons

 The deployment and use of riot batons shall be at the direction of supervising staff.

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Revision Date: July 3, 2019

Bureau Policy Section: Equipment

Bureau Policy: 4.220.00 Riot Equipment

Facility Policy: (34)4.220.15 Riot Vests

Riot vests shall be maintained in an area designated by the Emergency Response Team (ERT) supervisor. Riot vests shall be used for ERT deployments. At the supervisor's discretion, riot vests may be used in exigent circumstances.

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Revision Date: July 3, 2019

Bureau Policy Section: Equipment

Bureau Policy: 4.220.00 Riot Equipment

Facility Policy: (34)4.220.20 Riot Shields

All riot shields shall be maintained in an area(s) designated by the Emergency Response Team (ERT) supervisor.

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Revision Date: July 3, 2019

Bureau Policy Section: Equipment

Bureau Policy: 4.220.00 Riot Equipment

Facility Policy: (34)4.220.25 Rubber Ball Grenade

For rubber ball grenade use refer to Bureau Policy 14.160.10.



Rubber ball grenades that have passed their expiration date may be used by shift supervisors as training devices for staff.

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Revision Date: July 3, 2019

Bureau Policy Section: Equipment

Bureau Policy: 4.220.00 Riot Equipment

Facility Policy: (34)4.220.26 Mmunition Expenditure Report

When rubber ball grenades are expended for any reason, the shift supervisor shall document their use, including serial numbers on the Mmunition Expenditure Report form (ASU#160301). In addition, copies of the Mmunition Expenditure Report may be found on the Emergency Response Team (ERT) cart. The shift supervisor shall submit the completed form to the Support Services sergeant who shall maintain the report for 30 months.

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Bureau Policy Section: Equipment

Bureau Policy: 4.220.00 Riot Equipment

Facility Policy: (34)4.220.27 Munition Replacement

The shift supervisor shall document the serial numbers of the replacement items on the Removal of Equipment/Weapons/Munitions from Armory memorandum located in the armory. The shift supervisor shall submit the completed memorandum to the Support Services sergeant.

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Bureau Policy Section: Equipment

Bureau Policy: 4.220.00 Riot Equipment

Facility Policy: (34)4.220.30 Oleoresin Capsicum (OC)



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Bureau Policy Section: Equipment

Bureau Policy: 4.230.00 Facility Equipment

Facility Policy: (34)4.230.05 Facility Flashlight

[REDACTED]
[REDACTED] The flashlights assigned to each area shall be accounted for and documented on the Equipment Inventory Log at the beginning of shift by the staff member assigned to that post. [REDACTED]

[REDACTED]. Any damaged or faulty flashlights shall be sent to Support Services for repair.

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Revision Date: July 3, 2019

Bureau Policy Section: Equipment

Bureau Policy: 4.230.00 Facility Equipment

Facility Policy: (34)4.230.10 Rescue Knives

Rescue knives shall only be utilized in the event of an inmate suicide attempt by hanging.

[REDACTED]. Rescue knives shall be inventoried on the 24-Hour Housing Unit Checklist. Support Services shall be responsible for the maintenance of the rescue knife.

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Revision Date: July 3, 2019

Bureau Policy Section: Equipment

Bureau Policy: 4.230.00 Facility Equipment

Facility Policy: (34)4.230.15 Go Pro Camera

A GoPro camera shall be maintained on the Bridge at the core rover desk. The GoPro camera shall be used for any major disturbance, combative arrestees, Emergency Response Team (ERT) events and non-consensual blood draws from an inmate refusing to provide a buccal swab sample.

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Revision Date: July 3, 2019

Bureau Policy Section: Equipment

Bureau Policy: 4.230.00 Facility Equipment

Facility Policy: (34)4.230.20 Handheld Metal Detectors

West Valley Detention Center maintains several hand-held, battery operated metal detectors within the facility.

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Bureau Policy Section: Equipment

Bureau Policy: 4.230.00 Facility Equipment

Facility Policy: (34)4.230.25 Metal Detectors

Metal detectors will be used for close body inspection of inmates or public visitors.

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Revision Date: July 3, 2019

Bureau Policy Section: Equipment

Bureau Policy: 4.230.00 Facility Equipment

Facility Policy: (34)4.230.30 Cellsense Contraband Detector

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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Revision Date: July 3, 2019

Bureau Policy Section: Equipment

Bureau Policy: 4.230.00 Facility Equipment

Facility Policy: (34)4.230.35 Electric Carts

West Valley Detention Center has several motorized electric carts to be used for expedited transportation and movement of items too large to carry in the absence of a hand cart. Carts shall not be driven over 5 mph; all safety precautions shall be utilized. Electric carts have been designated for use by the following areas:

- Health Services
- Maintenance
- Support Services
- Security Administration

Electric carts can be plugged into any facility outlet to be re-charged. Employees shall maintain control of the cart ignition key as it charges. Electric carts shall be charged as closely to the corridor wall as possible, to prevent obstruction of traffic flow.

All inmate workers required to operate the electric carts are required to be trained by Support Services. If the inmate worker is accompanied by a staff member, the staff member must operate the vehicle. If two carts are needed the inmate worker may operate the second cart.

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Revision Date: July 3, 2019

Bureau Policy Section: Equipment

Bureau Policy: 4.290.00 Fire Suppression Equipment

Facility Policy: (34)4.290.05 Fire Suppression Equipment

Heat sensitive fire sprinklers are located throughout the facility. When activated, the fire sprinkler system will generate an alarm in Master Control and the respective housing unit.

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Revision Date: July 3, 2019

Bureau Policy Section: Equipment

Bureau Policy: 4.295.00 Emergency Response Equipment

Facility Policy: (34)4.295.05 Emergency Response Team (ERT) Cart

[REDACTED] ERT shall be deployed under the direction of the floor sergeant.

[REDACTED]

The ERT cart and equipment inventory list shall be maintained by Support Services. Support Services personnel shall inventory the ERT cart equipment on a weekly basis. A copy of this report shall be submitted to the Support Services sergeant for review. This report shall be retained for a period of two years and filed in the Armory Management Book located in the Support Services office. A copy of the current inventory report shall be filed on the inside of the door on the ERT cart.

For further information, refer to the West Valley Detention Center ERT Manual and Bureau Policy 4.400.00.

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Revision Date: July 3, 2019

Bureau Policy Section: Equipment

Bureau Policy: 4.298.00 Automated External Defibrillators (AEDs)

Facility Policy: (34)4.298.00 Automated External Defibrillators (AEDs)

Automated External Defibrillators (AEDs) are to be used in the event of a medical emergency. AEDs are located in the following locations within West Valley Detention Center:

- Unit 1 / 2 Corridor
- Unit 9 / 10 Corridor
- Medical Clinic
- Intake Nurse Station

In the event of a Code Blue alarm medical staff shall ensure the AED is transported to the location. Employees trained in AED use are encouraged to make use of the AED if required. Monthly maintenance checks on all AEDs shall be the responsibility of the medical stores specialist.