Chapter 4 - Equipment Use and Management

(Title page only, No content)

• 1-04/010.00 Maintenance of Video Equipment and Tape Recorders

Each Bureau Commander shall ensure that all video equipment and tape recorders are maintained in a condition for immediate deployment within the Bureau, or elsewhere throughout the Division, or Department.

• 1-04/020.00 Satellite Telephones

During emergency situations when normal telephone, radio communications or cellular traffic is prevented by heavy use or the unavailability of a repeater site, the portable satellite telephone shall be used.

When a CSD Unit is issued a portable satellite telephone, with a spare battery, equipment case for storing the satellite phone and battery charging units, it will be the responsibility of the Branch/Unit Supervisor to control the daily issuance and maintenance of the equipment.

As part of the BEC Training, the Unit/Branch Supervisor should brief their personnel on the policy for using the satellite telephone. They should also ensure that a current copy of the Sheriff's Department, as well as CSD's Satellite Phone list is kept inside of the storage case.

Accountability, Storage and Maintenance
Each facility will establish an equipment checkout procedure equivalent to the current process of assigning handheld radios, in order to identify the individual assigned the specific equipment they are issued.

Whenever a satellite telephone is not in use, it should be stored in its case in a place where it can be readily available when needed for emergency use.

The person assigned one of these phones, should routinely check the battery meter level at least once a month as well as exchange the spare battery and put it in the phone for a meter level check to ensure both batteries are charged. To charge a battery, it must be attached to the telephone and then connected to an AC outlet or a vehicle's cigarette lighter receptacle. A charger adapter is included in the issued carrying case for that purpose. The Unit/Branch Supervisor should endeavor to have the batteries fully charged at all times. The telephone instruction manual lists the operational time of the battery to be: Standby time, up to 30 hours and Talk Time to be up to 4 hours.

Telephone Operation
The satellite telephone operates in a manner similar to cellular telephones. The user must be outdoors with a clear sight to the sky. Gently extend the large antenna built into the handset of the telephone outward and upward. It is critical that the user be in an open area away from buildings and structures, including the inside of a vehicle (unless using the remote antenna), that would prevent a clear view of the sky.

If you dial 9-1-1 the call goes to a center located in Colorado (for US only). Personnel at this center can read

your GPS location off the phone. (Example dial: 9, clear, clear, 911, send). It is suggested, due to the possible delay because of routing, that you call the SCC Bridge at (323) 881-8100, give them your location, they will either connect you to the local law enforcement agency or supply you with the number so you can dial directly, unless in times of disaster...then the 9-1-1 routing should be used.

Telephone Testing
Each phone comes with ten minutes of test time each month. At a minimum, each phone should be tested quarterly. The testing must be limited to ten minutes to avoid additional per minute costs.

Each phone provides an instruction guide with the Iridium 9555 Sat Phone. If for some reason the instructions are not available with the phone, you can obtain a copy in the CSDNet 'Forms' under 'Instruction Guide Iridium 9555 Sat Phone'.

• 1-04/030.00 Conducted Electrical Weapon (C.E.W.)

The Conducted Electrical Weapon (CEW) is a handheld electronic immobilization device which is designed for controlling High-Risk/Assaultive or physically combative persons at a range of up to 20 feet away. Strict control shall be maintained with the ultimate responsibility for the use of the CEW resting with the Branch Supervisor.

Only those personnel who have completed and passed the Department's required training for the CEW shall be authorized to use and/or carry the CEW on their person. Each Unit shall maintain a current list of qualified trained and authorized personnel and it will be reflected on the daily in-service sheet. When carrying the CEW on their person, qualified personnel shall only carry the CEW in a Department-approved CEW holster as specified in the Department-approved CEW Training Program.

Branch Supervisors may allow qualified, trained, and authorized personnel to use the CEW without direct supervision in emergent situations, should an inmate or individual pose a substantial threat of inflicting serious injury upon themselves or any other person.

Trained and authorized personnel, when encountering a situation requiring the deployment of the CEW, will immediately notify their Branch Supervisor.

Use of the CEW will be limited to situations where an individual's violent actions require its use. The person's actions must fall under the Assaultive/High-Risk category of the Department's Force Policy.

Verbal Warning
Unless it would compromise officer safety or is impractical due to circumstances, a verbal warning of the intended use of the CEW shall precede the activation of the device in order to:

- Provide the individual with a reasonable opportunity to voluntarily comply.
- Provide other sworn personnel and individuals with a warning that a CEW may be activated.

The fact that a verbal and/or other warning was given or reasons it was not given shall be documented in any related reports.

Authorized Department personnel discharging a CEW shall request the response of a supervisor if not already enroot or on-scene.

Medical Treatment
Darts embedded in the subject's skin shall only be removed by medical personnel. The individual must be transported to a medical facility for examination/treatment by qualified medical personnel whenever the person is hit with a specialized weapon projectile such as a CEW dart.

Care should be used when using the device to avoid any contact with the subject's head or neck area.

Stun Feature
This feature is approved for use at this time. The CEW has a "stun gun" type feature, utilizing two exterior probes located on the front of the device. This feature is accomplished by activating the device with: a training cartridge installed; without any cartridge installed; or with a used cartridge installed and making direct, continuous contact with the individual. The "stun" feature is substantially less effective than the darts because it only effects about 2-1/2 inches of muscle, while the darts will nearly always effect the major muscle groups.

Personnel may demonstrate a "sparking" of the weapon in an effort to gain voluntary compliance. In the event of such a demonstration, personnel shall submit a memorandum to their direct supervisor fully justifying their actions.

Any individual subjected to an application of the CEW, in either the "probe" or the "touch/drive stun" mode, shall be taken to a medical facility prior to booking, for appropriate medical treatment and/or removal of the probes.

Inmate Removal Procedures
The CEW use shall be limited to situations where an inmate's violent actions fall under the Assaultive/High-Risk category of the Department's force policy. The CEW can be deployed at the direction of the Branch Supervisor or Area Lieutenant.

Reporting Deployment of the CEW

The Branch Supervisor, in situations involving the use of the CEW, shall immediately notify the Area Lieutenant and follow the use of force reporting and review procedures.

Whenever a use of CEW requires force reporting, a download of the CEW stored data and video shall be conducted and submitted with the force package.

Personally Owned Electronic Immobilization Devices (CEW)

Authorized Department personnel shall only carry Department authorized Electronic Immobilization Devices (CEW) whether on or off-duty.

Personally owned CEWs shall be available for computer download upon the request of a supervisor. The device shall meet the specification of the Weapons Training Center and shall only be used in accordance with this section.

Department personnel shall record all personally owned Department-authorized CEWs (carried on-duty and off-duty) with Personnel Administration when the devices are purchased or obtained, sold or disposed of, stolen or lost.

• 1-04/040.00 Key Control

All keys relating to lockup operations are to be handled with the utmost of care and security. Rigid key control will be strictly observed at all court lockups. The Branch Supervisor shall be responsible for ensuring that the following procedures are followed:

- The custody key locker at each lockup shall have a posted list of all key blocks, by number, with a description of each key on each block.
- All key blocks will have metal tags attached and the number stamped thereon corresponding with the block number on the master key list.
- As key blocks are issued, the block number will be recorded in the lockup log next to the Deputy's name.
- The Branch Supervisor shall be responsible for ensuring that all key blocks are accounted for at the end of each work day.

Court lockup key blocks shall be kept in the possession of Court Services Deputies at all times. They will not be assigned to officers from other police agencies or Sheriff's Units without specific approval of the Branch Supervisor. All key blocks shall be turned in and accounted for at the end of the shift.

All branch key blocks should be soldered so that necessary keys cannot be removed.

• 1-04/040.05 Key Inventory

The Branch Supervisor will maintain a complete inventory of all detention area keys and equipment. This inventory will include any serial numbers of the equipment, maintenance records, and an annual inventory.

• 1-04/040.10 Emergency Access

Each Branch will maintain a full set of detention area keys in a locked key cabinet or safe outside of the detention area. This set of keys is to be used for emergency access to the detention area and shall not be used by lockup personnel as additional working keys.

• 1-04/040.15 Lost Keys

A complete inventory of all detention area key blocks will be made when opening the lockup and when securing the lockup at the end of the shift. A record of this inventory will be indicated in the detention area log book. The Branch Supervisor shall be notified immediately if any keys are missing. A thorough search of all detention areas will be made. All custody Deputies will account for their assigned blocks. If the keys(s) are not found, the Branch Supervisor will ensure that a SH-AD-49 is prepared and the Area Lieutenant is immediately

notified. If the missing keys(s) are discovered after inmates have left the facility, the CST Watch Commander should be contacted so that all inmates may be searched on arrival at the Inmate Reception Center.

• 1-04/045.00 Portable Radio Control for the Motorola HT 1250

Sworn personnel assigned within Court Services Division will be assigned a Motorola HT 1250 portable radio. Each Branch shall maintain a “Master Radio Control Log” specifying the make and model, serial number, and personnel assignment.

Each Branch shall also maintain a ‘Daily Radio Control Log” to ensure the accurate daily assignment of radios to personnel and in case of emergency trigger activation (E-Trig). The log shall specify the make and model of the radio, serial number, which the radio is assigned to, and a signature of the person having control of the radio.

Personnel shall store their assigned radio in a secure location at their unit of assignment, in the off position. Personnel shall submit batteries for charging at the end of each shift. All sworn personnel assigned a Motorola HT 1250 radio has the responsibility to have their assigned radio at work during their working hours. If for any reason sworn personnel do not have their personal radio in their possession during regular assigned shift the sworn personnel shall immediately notify their direct supervisor.

Note: During an extended leave, radios shall be collected by the Branch Supervisor (Sergeant or Bonus I Deputy). Long term injuries/illness absences or vacations more than 30 calendar days would be cause to return a radio to the Branch pool for use.

All sworn personnel shall exercise reasonable and prudent precautions to prevent the loss or theft of their radio. In the event of the loss or theft of any Department radio, all procedures pursuant to Manual of Policies and Procedures shall be followed.

All sworn personnel, who utilize public transportation in uniform or those who commute via a county vehicle may choose to utilize their radio after their normal shift. All personnel who meet this criterion shall direct a memo to their Unit Commander requesting the use of their radio off duty.

Deputy personnel who participate in the Department Ride-A-Long program, work overtime at other Units, or are involved with special projects may not utilize their radio for those functions as radios should be provided from those assignments. Any exceptions to the use of the radio off duty must be authorized by the Unit Commander.

The Motorola MRK radios shall be distributed to overtime personnel and collected at the end of shift. A control log for the MRK radios shall be maintained daily by the Branch Supervisor.

Branch Supervisors Responsibility
Branch Supervisors shall be required to ensure a Master Radio Control Log and a Daily Radio Control Log are maintained at the Branch. Branch Supervisors shall also conduct regular training on radio use, including off-facility use. The appropriate documentation of such training shall be maintained at the Branch.

Unit Commander’s Responsibility

It is the Unit Commanders' responsibility to ensure that the Area Lieutenants conduct routine audits to determine the efficiency of this Directive. The Unit Commander shall have the authority to revoke an employee's privilege of utilizing a radio after a shift when a pattern of neglect or abuse is evident.

• 1-04/050.00 Weapon and Safety Equipment Storage and Control

All weapons and safety equipment (i.e. Stealth Belt, REACT Belt, PepperBall Gun, StingBall Gun, 37mm, 40mm and any unassigned CEWs etc.) shall be kept in the branch armory or locked area.

An inventory shall be conducted at the end of each month. Documentation shall be kept on file in the branch office for one year.

If any of the inventory is missing the branch supervisor will ensure that a SH-AD-49 is prepared and the Area Lieutenant is immediately notified.

• 1-04/060.00 Facility Cleaning and Maintenance Inspections of Waist Chains

Facility inspections are required daily and weekly to ensure maintenance and cleanliness. Inspections and required cleaning shall be conducted in a manner that demonstrates compliance with Division, Department of Public Health, Cal/OSHA, Board of Corrections, and Title 15 standards.

Each facility shall be responsible for the cleaning/sterilization of the waist chains at the end of each shift. The cleaning/sterilization process shall be enforced by the Branch Supervisor, with documentation placed into the Title 15 book.

The Branch Supervisor shall ensure the procurement, supply, and maintenance of a pathogen cleaning product. Product must state multiple pathogen kill, including MRSA, for compliance. Contact your Bureau Operations to order the proper cleaning products.

• 1-04/070.00 Handcuffing Port Use and Tactical Employment of All Safety Equipment

A lone deputy or CA shall use the available safety options to handcuff an inmate housed in a cell prior to opening the door. A lone deputy or CA is defined as any personnel who does not have backup that can immediately intervene to render aide and assistance to prevent or stop an attack. The handcuffing port shall be used as a physical barrier between the employee and the inmate during the handcuffing process. Sally port gates shall be used as designed to create separation and optimize safety. Personnel who fail to use sound tactics or equipment appropriate to the situation, risk facility security, their own safety and that of others, potential civil liability and administrative discipline.

Supervisors shall regularly monitor and remain familiar with the tactics, practices, and methods used by the personnel they supervise. They shall take positive action to improve the efficiency and safety of their tactics

whenever appropriate, including the use of administrative discipline when necessary. It is essential that supervisors also perform the role of liaison with court supervisors and staff with the goal of educating them in the necessity and value of sound tactics and equipment, and to develop their positive support whenever possible.