

4-01/030.00 Lockdown

A facility lockdown is a temporary security status that maximizes control of a facility by isolating/limiting inmate movement. Normal operations are suspended and routine activities are halted. A lockdown may affect a specific area or an entire facility. The purpose of a lockdown is to immediately secure inmates and to control the affected area of the facility. The primary concern of a lockdown is the preservation of life/property and the prevention of an escape. A lockdown may be conducted in any situation necessary to maintain the security of the facility and the safety of staff and inmates including (but not limited to):

- Drills
- Inmate disturbances
- Riots
- Escapes
- Natural disasters
- Fires
- Loss of power
- Lost items which may pose a safety and/or security risk

Depending on the circumstances, custodial personnel along with other resources (i.e. fire equipment, ordinance, etc.) may be redeployed to meet the needs of the incident.

When the security of any portion of a facility is in jeopardy, any custody personnel may initiate a lockdown.

Personnel who initiate a lockdown shall immediately notify their main control, inform them of the reason they initiated a lockdown, provide as much information as possible concerning the incident, and request any resources that are needed. The closest available supervisor shall respond to the affected area to re-assess the incident and notify the watch commander of the details of the incident and lockdown. The watch commander shall make the decision to continue, expand, shrink, or terminate the lockdown.

If the lockdown will affect court appearances or inter-facility movement, the watch sergeant shall make immediate notifications to Court Services and Court Services Transportation respectively. The watch sergeant shall also ensure all facility ancillary service personnel, (i.e., medical personnel, maintenance personnel, chaplains, commissary, school personnel, volunteers) are notified to minimize personnel involvement in the event and maximize safety.

Ancillary facility personnel shall be allowed to move throughout the facility as they normally would, except in areas which pose a safety risk. The identification of all ancillary personnel leaving a facility during a lockdown shall be verified to ensure an inmate is not attempting to escape posing as a Department employee or visitor.

At the conclusion of the lockdown, ancillary service personnel shall be notified to resume normal programs and operations.

MODIFIED LOCKDOWN

A modified lockdown is a temporary security status that requires securing a specific area, or the entire facility, so that inmate movement and facility access are limited. However, normal operations for those areas unaffected may be continued.

During a modified lockdown, all inmates within affected areas shall be secured. No inmates shall be allowed to move within, into, or out of affected areas unless escorted by custody personnel.

Continuation of any inmate instructional, recreational, working, medical, and/or other activities within affected areas is at the discretion of the watch commander on a per incident basis.

CUSTODY AUTOMATED REPORT AND TRACKING SYSTEM (CARTS)

All lockdowns conducted at any custody facility (both full and modified) must be logged in the CARTS module titled "Custody Lockdown Notification Form" in addition to the Watch Commander's Log. Those entering lockdowns into the Custody Lockdown Notification Form shall be of the rank of sergeant (acting as watch commander) or lieutenant.

UNIT ORDERS

All units shall establish a unit order outlining lockdown and modified lockdown procedures which meet their facilities' individual needs. Emphasis shall be placed on the safety of staff, inmates, and facility security.
