

Chapter 4 - Emergency Operations Procedures

• 04-02/000.00 Facility Lockdown

PURPOSE OF ORDER:

The purpose of this order is to establish operational procedures for a facility lockdown during emergent situations at the Inmate Reception Center (IRC).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at IRC.

ORDER:

For the safety and security of inmates, personnel, and the facility, IRC may be placed on a ***modified*** or ***full lockdown*** depending on the type of emergent situation that arises. A lockdown suspends the normal operation of the facility and requires personnel to immediately secure all inmates for the purpose of gaining control of an affected area(s). Preservation of life, property, and the prevention of an escape are primary concerns when a lockdown is activated.

A lockdown of the facility may be initiated in any situation including, but not limited to:

- Drills
- Inmate disturbances
- Cell extractions
- Lost or stolen key blocks
- Lost or stolen visitor passes
- Riots
- Escapes

- Natural disasters
 - Fires
 - Loss of power
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- Lost items which may pose a safety and/or security risk

Initiating a Lockdown

The IRC watch commander shall be notified by custody personnel of any emergent incident. Almost every facility lockdown will be initiated by the IRC watch commander, at which point, first floor main control shall activate a facility lockdown. First floor main control shall activate a facility lockdown by utilizing the public address (PA) system to notify all IRC custody personnel.

However, situations may arise, causing the need for custody personnel, at any rank, to initiate a facility lockdown. Regardless of the circumstances, it shall be the responsibility of the IRC watch commander to develop and implement a plan to respond to the situation.

Depending on the severity of the situation, IRC may undergo a modified or full lockdown of the facility.

Modified Lockdown Procedures

A modified lockdown is temporary and requires IRC personnel to secure inmates to specific areas throughout the facility. Inmate movement and facility access shall be restricted.

Once inmates are secured, custody personnel shall report back to first floor main control and inform deputy personnel their assigned work area is secured.

During a modified lockdown, inmates shall only move from one area of the facility to another while being

escorted by custody personnel. Inmate meal delivery, transports to other facilities, and consultation with medical/mental staff (e.g. IRC clinic processing) may continue at the discretion of the watch commander.

Inmate workers shall also be secured in their assigned work areas unless custody personnel directly supervises their activity (e.g. feeding of inmates).

Full Lockdown Procedures

During a full lockdown, there shall be no inmate movement. Custody personnel shall not escort any inmate from one area of the facility to another until the full lockdown status is lifted, absent exigent circumstances (e.g., medical emergency, fire).

All inmates, including inmate workers, shall be secured inside cells with the doors locked. Any inmates in areas without available cells shall be handcuffed to benches.

IRC civilian personnel shall not have access to enter or exit any secured areas of IRC without the approval of the watch commander, or until the full lockdown is lifted. When approval by the watch commander is given for personnel to exit the facility during the lockdown, identification of personnel shall take place to ensure no inmate attempts to escape by posing as an employee.

In cases involving fires, earthquakes, major disturbances, or where there is a possibility that loss of life or serious injuries could occur, both civilian and sworn supervisors shall conduct a roll call to account for personnel.

Roll call shall be conducted immediately after inmates have been secured to benches or secured inside cells. Sworn personnel shall report the status of all custody and civilian personnel in their work area to first floor main control.

Activating the Emergency Response Team

Depending on the situation, the IRC watch commander may activate the IRC emergency response team (ERT). Custody personnel assigned to ERT shall have their ERT response gear available in their assigned work location. ERT response gear shall include, but are not limited to the following:

- Riot helmet/face shield
- Gas mask
- CPR mask

Terminating a Lockdown

Only the IRC watch commander, or higher ranking authority, shall order the termination of a facility lockdown.

At the conclusion of the lockdown, custody personnel shall be notified by first floor main control to resume normal operations.

Documentation

All facility lockdowns, shall be documented in the Custody Automated Reporting and Tracking System (CARTS) module titled "Custody Lockdown Notification Form." Personnel documenting the facility lockdown shall be of the rank of sergeant (acting as watch commander) or lieutenant.

The IRC watch commander shall document the facility lockdown in the IRC watch commander facility log immediately after receiving the first floor main control's report of all areas being secured.

Additionally, all facility lockdowns shall be documented in the electronic Uniform Daily Activity Log (e-UDAL) by each workstation's lead deputy.

• 4-09/000.00 Fire Procedures

PURPOSE OF ORDER:

To establish guidelines and procedures to be followed by the Inmate Reception Center (IRC) personnel in the event of a fire.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at IRC.

ORDER:

The primary concern in a fire situation shall be the protection of the lives of the inmates and IRC personnel.

Whenever the health and safety of any inmates are in jeopardy, they shall be evacuated to a safe location of refuge and the plan for evacuation shall be implemented.

IRC is equipped with a Simplex Fire Alarm System (SFAS) which can detect and identify smoke, heat or fire. If an alarm is activated in any area of IRC, the local alarm will sound. In addition, an alarm will sound in first floor main control or second floor main control, as well as the Twin Towers Correctional Facility (TTCF) Tower 1 facility control.

To ensure that the electronic notification has been made, deputy or custody assistant personnel shall notify the lead deputy and advise the floor main control of the alarm. If civilian personnel observe a fire or are present when the fire alarm is activated, they shall notify the nearest deputy, custody assistant, or control booth personnel.

Immediately following the notification, involved personnel shall take action to evacuate endangered people. Following the evacuation, emergency efforts shall be restricted to containing the fire. The affected area shall be isolated, and assistance shall be requested from the Los Angeles City Fire Department.

The Los Angeles City Fire Department shall be notified of all fires, visible smoke, or the smell of smoke at IRC. The watch commander shall also be notified immediately of any of the above.

First Floor Main Control:

First floor main control deputies shall be responsible for the following in the event of a fire:

- Ensure the watch sergeant and watch commander are notified
- At the direction of the watch commander, summon ERT 1 and 2 with full turnout gear via Public Address (PA) system. Advise ERT 1 and 2 to respond to the armory located in the sergeants office on the first floor, or the armory located in the hallway between custody line and TTCF Tower 2 transfer center
- Initiate a facility lockdown over the Public Address (PA) system. For additional information on facility lockdowns, please refer to the Unit Order (UO) 4-02/00.00, "Facility Lockdown."
- Notify the Los Angeles City Fire Department by calling (213) 485-6180
 - Report address and location. Describe the type and extent of fire, distinguishing between flames and smoke

Emergency Response Team:

ERT 1 and 2, when directed by first floor main control to respond to a fire, shall be under the supervision of the assigned ERT sergeant. Their main function shall be to assist directly in firefighting and evacuation of inmates, if necessary. Should an evacuation become necessary, the incident commander shall notify main control of proposed actions.

ERT Custody Personnel Responsibilities:

Personnel assigned to ERT shall be responsible for the following in the event of a fire:

- Make every attempt to extinguish the flames and control the fire by utilizing available equipment.
- Utilize air breathing apparatus (air packs) which are stored at each workstation throughout IRC. Additional air packs are available in second floor main control, the armory located in the hallway from custody line to TTCF Tower 2 transfer center and the armory located in the sergeant's office. For additional information on the breathing apparatus, refer to the *Custody Division Manual (CDM) section 3-14/080.00, "Self-Contained Breathing Apparatus."*
- An ERT member shall standby in the compound to escort the fire department to the affected area(s). The ERT member shall be equipped with an air pack, full turnout gear and the necessary keys to access

the affected area(s). IRC personnel shall have predesignated access routes and area entry points to the fire. Access routes and entry points can be identified via the Fire Alarm Control System computer, located in TTCF Tower 1.

ERT Sergeant Responsibilities:

The sergeant assigned to ERT shall be responsible for assuming command of the ERT(s) and ensuring the following are adhered to:

- Complete the facility significant incident log
- Assume on-scene command of the incident, if directed by the watch commander

ERT Bonus Deputy Responsibilities:

The bonus deputy assigned to ERT shall be responsible for the following actions:

- Maintain the notification checklist and ensure all notifications are made
- Maintain incident log
- Notify eighth floor Jail Operations staff of the scope and nature of the incident
- Confirm that the necessary key blocks are being issued and accounted for

Custody Personnel in Affected Areas:

Custody personnel in affected areas shall prepare equipment for responding personnel and prepare for evacuation.

Custody Personnel in Unaffected Areas:

Custody personnel in unaffected areas shall lockdown inmates and remain prepared for possible deployment.

Post-Fire Procedures:

It shall be the responsibility of the first floor main control deputies to check all fire equipment used and have it returned to full operational status.

• 4-01/001.06 Field Booking Team

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the activation and deployment of a Field Booking Team.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at the Inmate Reception Center (IRC).

ORDER:

IRC is responsible for supplying a Field Booking Team during times of major civil disturbances, emergency situations, or pre-planned events where large numbers of arrests are anticipated.

A typical field booking team consists of:

- 1 lieutenant
- 1 or 2 sergeants
- 2 supervising line deputies
- 12 deputy sheriff generalists
- 4 custody assistants

The number of personnel deployed may be adjusted to meet the needs of the operation.

PRE-PLANNED EVENT REQUESTS

For pre-planned events, a Field Booking Team may be requested by the Emergency Operations Bureau (EOB) on the authority of the designated incident commander. A pre-planned event shall have an operations plan submitted to IRC's unit commander, at a minimum, 72 hours prior to the event for review and approval of the Field Booking Team deployment. Final approval to deploy a Field Booking Team for a pre-planned event is at the discretion of the IRC unit commander.

SPONTANEOUS EVENT REQUESTS

If, during major civil disturbances or emergency situations it becomes apparent that the volume of actual or anticipated arrests will clearly exceed the concerned station's booking capacity, a Field Booking Team may be requested. The IRC watch commander shall be responsible for assembling the team from on-duty personnel assigned to IRC.

At the time of the request, the following information shall be gathered from the incident commander, if available:

- Anticipated number of arrests
- Anticipated duration of the operation
- Location of the incident command post, and phone numbers
- Potential travel routes / areas to avoid
- Potential staging area for the booking team (away from event to not reintroduce involved arrestees back to the area)
- Identity of the incident commander/operations section chief
- Court Services Transportation Notification completed

In addition, the incident commander requesting the Field Booking Team shall be warned that several hours may elapse between activation of a Field Booking Team and their deployment to the incident location.

The exact size and composition of the Field Booking Team shall be based on the nature of the incident.

If, after assembling a Field Booking Team, additional personnel are required to fill the Field Booking Team and/or positions vacated within IRC due to the deployment of IRC personnel, the watch commander shall contact the Twin Towers Correctional Facility (TTCF) and Men's Central Jail (MCJ) to request additional personnel. For more information refer to ***Custody Division Manual (CDM) section 3-14/040.05, "Replacement Staffing for the Inmate Reception Center During Emergency Field Booking Team Activations."***

Outside law enforcement agencies requesting a Field Booking Team shall be directed to contact the Department Operations Center (DOC) at [REDACTED TEXT]

FIELD BOOKING TEAM SUPPLIES

IRC shall maintain a supply of field booking forms for distribution to other units and agencies as required. If the requesting unit does not have a sufficient supply of field booking forms, the requesting unit shall request additional field booking forms from IRC as part of the Field Booking Team deployment.

While IRC will provide some initial essential supporting equipment (e.g., tables, chairs, pop up tents) to facilitate rapid deployment of the Field Booking Team, it is ultimately the responsibility of the requesting unit to provide sufficient support equipment. For pre-planned events, supporting equipment shall be supplied by EOB and/or the incident commander's staff.

IRC training shall be responsible for resupplying the Field Booking Team vehicles after a deployment and periodically verifying the vehicles are properly supplied.

ARREST PROCEDURES

Prior to accepting custody of any arrestees, Field Booking Team personnel shall ensure that, at a minimum, the following sections of the "Field Arrest, I.D. and Booking Report" form have been completed:

- Arrestee's name
- Charge
- Location of arrest
- Arresting officer's name, serial number, agency, and assignment
- I.D./Flex-cuff number

The Field Booking Team staff member processing the arrestee will complete the "Booking Officer" section, including assignment of a booking number and court arraignment details. Upon completion of the "booking officer" section, the blue copy of the form shall be returned to the arresting officer.

For additional details on arrest procedures as they relate to a Field Booking Team, refer to ***Emergency Operating Procedure (EOP) 4-8, "Emergency Arrest Procedures and Field Booking Team."***

• 4-01/001.04 Emergency Response Team

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the activation and deployment of an Emergency Response Team (ERT).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at the Inmate Reception Center (IRC).

ORDER:

The IRC ERT is the designated (internal) emergency response for any incident requiring immediate deployment of additional personnel. These incidents may include, but are not limited to, disturbances, fires,

evacuations, escapes, riots, and supplemental security for unusual occurrences.

ACTIVATION

The ERT may be activated by any custody personnel for any perceived emergency. Responding supervisors shall evaluate the validity of the ERT request and make any appropriate adjustments.

Requests to deploy the IRC ERT to other units shall be made to the IRC watch commander.

The IRC ERT can be activated through the facility's public address (P.A.) system and/or via a radio broadcast. Upon activation, assigned ERT members shall don the appropriate equipment (i.e., [REDACTED TEXT]) and assemble in the designated staging area.

TEAM CONFIGURATION

The ERT shall be composed of personnel taken from the daily in-service sheet. Only personnel trained and certified with the various tactical weaponry shall be authorized to carry and deploy those weapons. A current list of personnel trained in the various weapons is maintained in the IRC training office.

The first floor main control watch deputy is responsible for indicating the ERT status of all personnel on each shift on the daily in-service. Personnel assigned to the ERT will have their assigned team number placed in the ERT column next to the employee's name on the in-service. An ERT roster is attached to the daily in-service to inform each team member of their assigned ordinance or position on the team.

An ERT consists of, at a minimum, [REDACTED TEXT] ERTs deployed within a custody facility shall be constituted as follows:

- [REDACTED TEXT]

An ERT may consist of more personnel with additional weapons, depending on the severity of the incident.

NOTE: Custody assistants **SHALL NOT** be assigned to ERTs deploying outside of a custody facility.

IDENTIFICATION OF PERSONNEL

- In an effort to protect facility staff against doxing (the gathering of an individual's personally identifying information and disclosing or posting it publically, usually for malicious purposes), Department personnel have been authorized to use unique identifying information in lieu of the Department member's name tag. This alternative method of identification, substituting badge numbers instead of name tags, is only to be used during emergencies or unusual occurrences, including but not limited to, civil unrest, protests, major disasters, and large scale criminal activity (e.g. "flash mob").
- The IRC Training Unit shall be responsible for ensuring white adhesive numbers are used for the purposes of displaying the employees' **badge** numbers on the front and back of their Department-issued duty helmets in a clearly visible manner. All personnel who respond outside the facility shall be responsible for affixing numbers to their helmets prior to deployments. Adhesive numbers shall be one-inch tall and bright white in color. All orders should be placed through the NCCF Print Shop [REDACTED TEXT]
- Only disposable, black, adhesive rectangular strips shall be used for the purpose of covering name tags on outerwear (uniforms, outer vests, jackets) visible during field responses. If wearing a Class A uniform, nameplates should be removed. Name tags shall not be covered or nameplates removed while working inside the facility or while interacting with the public during routine duties.

ERT RESPONSES OUTSIDE THE [REDACTED TEXT]

- Incident commanders (designated as the facility watch commander) will be rotated among the Basin facilities and assigned based upon shift: [REDACTED TEXT] In the event the assigned facility watch commander is unable to respond due to an emergency within their respective facility, the facility from the proceeding shift will provide their on-duty watch commander to assume the role until properly relieved.
- The incident commander or designee is responsible for contacting the South Court Services Transportation(CST) watch commander [REDACTED TEXT] and requesting the deployment of a

CST bus onto [REDACTED TEXT], if needed.

- Coordination shall be made for the use of the yellow crowd control coil barriers by responding ERTs. [REDACTED TEXT] Coils for MCJ/TTCF/IRC are stored in the [REDACTED TEXT] The location is secured by a combination lock and accessible through a combination code provided by the facility watch sergeant.
- [REDACTED TEXT]

PERSONAL PROTECTION AND SAFETY EQUIPMENT

Each member of the ERT shall have the following personal safety equipment available:

- [REDACTED TEXT]

Additional support equipment may be required depending on the nature of the event.

ERT members deployed as a Field Response Team shall have, at a minimum, the following equipment:

- [REDACTED TEXT]

The watch commander shall use their discretion in requiring additional equipment based on the nature of the incident.

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IRC 02/09/2021

IRC 10/14/2020

