

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.

• **4-06/002.00 Evacuation of Security Areas**

PURPOSE OF ORDER:

The purpose of this order is to establish a policy and guidelines for the evacuation of security areas within the Inmate Reception Center.

SCOPE OF ORDER:

This order applies to all personnel assigned to the Inmate Reception Center.

ORDER:

Every situation will be different; therefore, the following guidelines should be considered before ordering an evacuation and where to evacuate to:

- Only authorize the evacuation of employees who are not critical to the movement of inmates in affected areas or who are not required to maintain control over non-affected holding inmates
- Employees and/or inmates should not be moved into areas that may become a part of the problem
- Anticipate that the problem will expand
- The Old Inmate Reception Center's holding cells might be a suitable location for inmate evacuations
- Evacuation "to" location must provide for later movement of inmates
- Coordination of inmate movement into another facility must be accomplished before movement begins

After a decision to evacuate is made and a location for evacuation has been determined, consideration must be given to the number of inmates to be moved at a given time. The span of control and the immediate potential danger will dictate the number to be moved at one time. As a general guideline, the smaller the number, the better. The movement of large groups will promote fear and panic.

After a major incident (i.e., earthquake, HAZMAT, etc.), moving personnel, guests, or inmates from an affected area may be necessary. All involved uniformed personnel are responsible for ensuring all movement is conducted as safely, rapidly, and securely as possible. The following procedures are designed to assist responding uniformed personnel with an evacuation.

A movement team will consist of the following personnel:

- A team leader (Sr. Deputy or higher rank).
- Minimum of 5 or more sworn or C/A for fixed locations.
- Minimum of 2 or more sworn or C/A for escort and movement of problem inmates.
- Minimum of 3 or more sworn for weapons detail if needed.

If you are assigned to a movement team:

- You will need appropriate safety equipment for specific emergencies (fire turnout gear, ERT response gear, etc.).
- You will need facility maps. However, the best solution is to familiarize yourself beforehand with your facility's evacuation routes and main hallways
- .You should also bring other gear as necessary for the particular incident (e.g., flashlight, gas mask, SCBA, helmet, gloves, etc.).

Additional gear for inmate movement:

- Flex cuffs and waist chains may be utilized to keep control of inmates during and after movement.
- Less lethal weapons for use inside a secured area.
- Standard weapons for use outside of a secured area.

Duties for moving inmates:

- Prior to moving inmates, the watch commander will designate the area where the inmates will be moved and will brief the team leader and members.
- Make sure personnel with weapons are spread in key areas of the inmate evacuation route (e.g., the starting, middle, and receiving ends of the evacuation route). Use appropriate weapons and post accordingly (e.g., less lethal weapons in secured areas, standard weapons outside of the facility).
- Upon arrival, assess the scene to make sure it is safe for your team members to enter the area.
- Remove debris if possible.
- Have team members spread themselves along the evacuation route, emphasizing each member stays in sight of the others for officer safety. This is particularly important when moving inmates.
- The team leader will announce the intent to move the inmates.
- The team leader will direct inmates to assemble in a single file line.
- If the team has sufficient members while the inmates are lining up, and ONLY if it is safe to do so, have at least three team members enter the area to be evacuated to ensure that inmates comply with the team leader.

The team leader will then instruct inmates to follow the designated evacuation route.

- Any inmates causing a disturbance shall be secured and moved to a different location if available (e.g., an ISO cell, chained to a bench, etc.) by escort personnel.
- When the last of the inmates are moved from a given location, the movement personnel shall fall back and assist the sworn and c/a personnel at the receiving end of the evacuation route with the security of the inmates, unless more inmates need to be moved from other areas.

Duties for moving personnel or guests:

- Before moving personnel, the watch commander will designate the area where personnel or guests will be moved and will brief the team leader and members.
- Upon arrival, assess the scene to make sure it is safe for your team members to enter the area.
- Remove any debris if possible.
- Have team members spread themselves out along the evacuation route, emphasizing that each member stays within sight of the other for officer safety.
- The team leader will announce the intent to move personnel from the affected area.
- The team leader will then instruct the personnel to follow the designated evacuation route.
- If the team has sufficient members, have at least three team members enter the area to be evacuated while personnel are being evacuated, and only if it is safe to do so. This will ensure that all personnel have left the area safely.
- When the last of the personnel are evacuated, the movement personnel shall fall back and await further instruction from the watch commander unless more personnel need to be moved from other areas.

Movement of injured personnel, guests, or inmates:

The primary focus when evacuating is to move uninjured persons quickly and safely. The movement of injured persons should only be done in exigent circumstances and, unless that condition exists, should be done with extreme care to prevent aggravating any injuries. The use of uninjured personnel, guests, or inmates to move an injured person is acceptable.

The avenue of travel is a critical component of the evacuation order. Careful consideration of evacuation routes is required to prevent exposure to additional hazards or to allow the moved inmates to incite or spread fear.

Once the decision is made and the order is given, movement must be monitored and controlled. Escorting personnel must be identified before the evacuation order is acted on. Prior to moving groups of inmates, a head count of the inmates must be made. Following the evacuation, a head count of the inmates must be made to ensure that all the inmates are accounted for. The results of the count will be reported to the watch commander.

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• 4-08/001.00 Hostage Incidents

PURPOSE OF ORDER:

The purpose of this order is to establish procedures on handling a hostage situation and potential hostage threats.

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:

This order will assign specific tasks to be performed by both supervisors and custody personnel in the event of a hostage situation.

In any hostage situation, every effort shall be made to ensure the safe release of the hostage(s) and the apprehension of the suspect(s), while preserving, to the fullest extent possible, the lives of staff, non-involved inmate(s), and the suspect(s).

HOSTAGE SITUATION:

- When a person(s) is seized or kidnapped by another
- When the suspect threatens to injure the person(s) held
- When the suspect demands the release of a person(s) in custody
- When the suspect makes any other demands

PROCEDURES:

- Full Lockdown of the facility shall be initiated, and the surrounding area(s) secured
- Containment of the incident location shall be kept and maintained
- Telephones and televisions in the incident location shall be disconnected
- Notification shall be made to the unit commander and area commander in accordance with Custody Division Manual ([CDM](#) 4-07/010.00, "[Notification and Reporting of Significant Incidents](#)")

- Communication and coordination of any additional resources that may be needed (e.g., ERT, additional personnel, staging of medical and resources, etc.)

ASSUMPTION OF COMMAND AND CONTROL:

The on-duty watch commander shall assume control of any hostage situation and shall serve as the incident commander, until properly relieved by a ranking officer in the chain of command.

Refer to [CDM section 5-06/110.35, "Incident Commander"](#) for additional information.

CONDUCT OF PERSONNEL:

It is essential that personnel do not engage in individual action unless forced to do so by the totality of the circumstances. Any action taken by custody personnel shall be immediately reported to the incident commander. Personnel shall follow orders from the incident commander and Emergency Response Team (ERT) sergeant(s) regarding reporting locations, deployment, response routes, inmate and civilian control, and other appropriate orders.

Refer to Manual of Policy and Procedures (MPP) section 5-06/110.20, "Individual Action" for additional information.

COMMUNICATION WITH THE SUSPECT(S):

Communication with the suspect(s) shall be established as soon as possible. The incident commander is responsible for controlling and designating personnel regarding communications with the suspect(s).

USE OF DEADLY FORCE:

The on-duty watch commander or incident commander may authorize deploying deadly weapons inside the secure area of IRC. Deputies shall adhere to Department policy governing the use of firearms. The safety of hostages and personnel shall be the primary concern. No deadly weapons shall be brought into IRC without a full lockdown being completed and only when all inmates have been placed and secured into a holding cell.

SPECIAL WEAPONS TEAM (SWT):

A Special Weapons Team (SWT) may be requested by any sworn member of the Department through the Special Enforcement Bureau (SEB) desk. The incident commander shall maintain operational control of the incident. The SWT will assess the situation and determine the appropriate tactics to be employed. The SWT commander shall be responsible for the tactics and deployment of their team and shall jointly review and initiate all team actions with the IRC incident commander. Upon deployment, the SWT shall assume responsibility for the primary containment area and may relieve IRC personnel for reassignment as directed by the IRC incident commander.

If SWT is requested, the incident commander shall notify the unit commander, area commander, or duty commander.

Refer to [MPP section 5-06/110.65, "Special Weapons Team"](#) for additional information.

CRISIS NEGOTIATION TEAM (CNT):

A Crisis Negotiations Team (CNT) is available on a twenty-four (24) hour basis by contacting the SEB desk. The incident commander shall deploy the CNT to assist in handling negotiations with suspects as soon as practical. CNT members are highly trained negotiators, but it is not within their scope of deployment to select the appropriate operational tactics. Such decisions remain the responsibility of the incident commander. The CNT members are qualified to determine the most appropriate technique of negotiation and will do so, subject to review by the incident commander.

For additional information, refer to [MPP section 5-06/110.50, "Crisis Negotiations Teams"](#) for additional information.

OPERATIONAL AND TACTICAL CONSIDERATIONS:

When met with a hostage situation, personnel shall consider the following factors:

- The mental state of the suspect(s) and/or hostage(s)
- The physical condition of the suspect(s) and/or hostage(s)
- The suspect's motivations and stated objectives
- The involvement and proximity of bystanders
- The type of location where the hostage(s) are being held
- The possession of any weapon(s)

An area inside the facility that is either identical or similar to the location of the hostage situation shall be identified and utilized for developing a tactical plan.

FIRST PERSONNEL ON SCENE:

- Immediately notify Main Control personnel until relieved by the watch commander or incident commander
- Request for full lockdown of IRC
- Request appropriate resources to the location of the incident (sergeant and ERT) to contain the incident
- Immediately contain the area
- Determine the physical condition of the hostage(s)

MAIN CONTROL PERSONNEL:

- Notify the watch sergeant and watch commander

- Initiate full lockdown, if necessary
- Coordinate facility resources toward the incident location
- Ensure no inmates are brought in or out of the facility until further notice
- Notify unaffected work areas regarding the incident
- Account for visitors and staff
- Notify Correctional Health Services (CHS) and Los Angeles General Medical Center of the potential emergency treatment for inmate(s) and/or personnel, if necessary
- Notify CHS mental health personnel and request they respond to the incident location if deemed necessary by the incident commander
- Maintain an accurate facility count

FIRST SUPERVISOR ON SCENE:

- Assume command of the incident
- Identify and reinforce the containment of the incident as needed
- Establish a secondary containment as needed
- Coordinate the removal of uninvolved inmates from the incident location
- Identify and remove civilian personnel from the incident location as needed

WATCH COMMANDER/INCIDENT COMMANDER:

- Assume command of the incident
- Determine if a command post is necessary, and establish the command post based on incident command guideline
- Make notifications to:
 - Unit Commander
 - Area Commander
 - Custody Services Division – General Population chief
 - Sheriff's Information Bureau (SIB) regarding Department notifications and media liaison
 - Any other pertinent Department entities given the totality of the circumstances
- Initiate efforts to obtain important information, (e.g., suspect[s] involved, weapons used, mental state of suspect[s], physical condition of the hostage[s])

- Direct custody personnel to disconnect inmate phones and televisions in the incident location
- Coordinate duties of ERT leaders

The decision to implement a tactical plan or response should be founded on the incident commander's belief that an undue loss of life will be prevented, or there is an imminent threat of great bodily injury to the hostage. When personnel are confronted with a hostage situation, and an opportunity of tactical advantage exists, the incident commander shall not be constrained from seizing said tactical advantage and implementing an immediate tactical response.

RESOURCES:

Special Enforcement Bureau 24-hour Desk: (323) 881-7800

02/18/26 IRC

• **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.

IRC 08/08/2022

IRC 02/09/2021

IRC 10/14/2020