

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

- 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.
