

Policy 1800 - Use of Force

1800 - Force and Restraints

Refer to the Orange County Sheriff's Department [Lexipol Manual](#) for Policy 300 - Use of Force and Policy 309 - Electronic Control Devices for complete details regarding the current use of force policy and reporting procedures.

1800.1 - General Rules

- a) Staff will only use force in a good faith effort to maintain or restore order.
- b) Staff will not use force maliciously or sadistically for the very purpose of causing harm.
- c) Staff will not use force as a form of punishment. Inmate discipline is administered through the disciplinary process. Details of the disciplinary process are located in CCOM 1602.5 – Discipline.
- d) Staff will not encourage inmate misbehavior that would result in the use of force (baiting). Taunting or provoking inmates is not permitted and will not be tolerated.
- e) Staff will not encourage or permit inmates to exercise force against staff, visitors, or other inmates.
- f) Custody Operations detection canines will not be used for force, control, or intimidation of inmates.
- g) Staff will notify a sergeant(s) whenever an interaction with an inmate is likely to result in the use of force. When possible, a sergeant will be present during any such interaction. However, there will be unavoidable instances when the use of force is spontaneous and a sergeant cannot be notified until afterwards. When this occurs, staff will notify a sergeant as soon as reasonably possible.
 1. Voluntary compliance is the preferred means of achieving resolution to potential use of force encounters. When practicable, staff should ask for and allow reasonable time for compliance.
 2. The use of force is not always necessary. Deputies should use their command presence and verbal commands to attempt to gain compliance.
 3. When encountering a problem with an inmate in a cell, usually the safest and most practical immediate solution is to back out, close and secure the door, and notify a sergeant of the situation.
 4. When possible, staff will record the interaction with a video camera.
- h) Pregnant inmates shall not be tased, pepper sprayed or exposed to other chemical weapons. Additional information regarding the use of restraint on pregnant inmates may be found in CCOM section 1800.3.4

1800.2 - Oleoresin Capsicum (OC) / Pepper Spray

- a) General
 1. Any use of a chemical agent must be in compliance with Policy 300 – Use of Force.
 2. All personnel below the rank of lieutenant who have completed Department approved chemical agent training shall carry their OC spray in an approved holster while on duty, unless their assignment precludes carrying a chemical agent.
 3. Lieutenants and higher rank may carry OC spray.
 4. On duty personnel are only authorized to carry chemical agents which the Department has issued to them.
- b) Decontamination and Medical Care
 1. When OC spray has been used on an inmate, the decontamination process will begin as soon as practical.
 - i. The inmate will be allowed access to a shower, sink, or other clean water source where he/she can flush the contaminated areas of his/her body.
 - ii. Correctional Health Services (CHS) shall be notified and will examine the inmate and assess his/her medical condition. CHS will determine if the inmate is cleared for regular housing or if further medical attention is necessary.
 - iii. Personnel will collect any contaminated clothing and issue clean replacement clothing.

c) Storage

1. Personnel will secure their OC spray in their locker at the end of shift.
2. Personnel will periodically inspect their chemical agent container, including the overall condition of the canister and the expiration date.
3. A facility designee will be responsible for maintaining the facility supply of OC spray. Empty canisters must be returned before new canisters are issued.

1800.3 - Security Restraints

a) Approved Restraint Devices

1. Only restraint devices approved by the Sheriff may be used in Jail Operations, including:
 - i. Handcuffs - All deputies shall, while on duty, carry on their person or have immediately available, at least one (1) pair of handcuffs meeting the specifications of standard department issue.
 - ii. Handcuff cover restraint system (Restraint-Box).
 - iii. Waist restraint with handcuffs.
 - iv. Waist restraint with handcuff cover restraint system (Restraint-Box).
 - v. Leg restraints.
 - vi. Plastic flex cuffs – Should be used only when there is access to an appropriate tool for the immediate removal of the flex cuffs.
 - vii. Restraint chair

b) Use of Restraints

1. Inmates will not be permitted to handle restraint devices or any other security equipment.
2. Restraints will not be used as a punishment or a substitute for treatment.
3. Approved restraint devices shall be used under the following circumstances :
 - i. As a precaution to prevent an escape, violent actions, or property damage.
 - ii. In accordance with the security procedures by Classification Level. (See CCOM section 1201.15)
 - iii. Any time an inmate is transported to or from any of the Department's jail or court facilities. (See CCOM section 9000.2)
 - iv. The provisions of this section do not apply to inmates on the County Work Program (CWP).
 - v. The use of the restraint chair will be in accordance with CCOM section 1800.5.

c) Additional Requirements and Restrictions

1. At no time will a chain or other mechanical restraint device be placed around the neck of an inmate for any purpose (CPC 2652.5).
2. No inmate will be left in restraints longer than necessary.
3. While in a jail facility, leg restraints should be removed if an inmate must walk up or down stairs or an escalator.
 - i. Inmates wearing waist restraints who are going to or returning from court, may use escalators if escorted by a deputy.
4. When an inmate requiring restraints is moved between floors within a building, or must go up or down stairs and/or escalators for any reason, the following should apply:
 - i. Elevators should be the primary method of transporting a restrained inmate while in a jail facility.
 - ii. In the event there is no elevator reasonably available in the jail facility, the leg restraints should be removed and the inmate shall be escorted on the stairs/escalator by a Deputy.
 - iii. In the event of any emergency, the rules set forth for escorting inmates who are in restraints may be modified on a case by case basis in order to maintain the safety and security of the facility.
5. While at any of the Orange County Court Centers (CJC, NJC, WJC, LJC, HJC), inmates may use stairs while restrained with waist and/or legs restraints as long as restraints do not prevent the inmate from using hand railings along the stairs.

6. Restraint devices will not be used to intentionally inflict pain.
 7. No arrestee will be brought inside any facility restrained under a condition commonly known as "hog-tied." This method of restraint generally includes any type or combination of types of restraints that bind a person's legs and hands together.
 8. In some rare circumstances, and only with the facility watch commander's approval, it may be determined that restraint of an inmate requires more than the approved restraint devices listed in this section. In such circumstances, the additional restraint will only be used for the shortest amount of time necessary.
- d) Pregnant Inmates
1. An inmate known to be pregnant, or in recovery after delivery, shall not be restrained by the use of leg restraints, waist restraints, or handcuffs behind the body. (CPC 3407(a))
 2. An inmate in labor, during delivery, or in recovery after delivery, shall not be restrained by the wrists, ankles, or both unless deemed necessary for the safety and security of the inmate, the staff, or the public. (CPC 3407(b) and 6030(f))
 - i. If it becomes necessary to apply a restraint device to an inmate during labor, during delivery, or in recovery the deputy will notify his/her sergeant as soon as practical, preferably prior to the application of the restraint. The deputy will fully document the circumstances in the appropriate report, including the specific reason(s) and/or actions which necessitated the application of restraints.
 3. Staff shall remove the restraints from a pregnant inmate during a medical emergency, labor, delivery, or while the inmate is in recovery after delivery, when a medical professional who is currently responsible for the inmate's medical care determines that the removal of the restraints is medically necessary. (3407(c))

1800.4 – Handcuff Cover Restraint System (Restraint-Box)

The following requirements shall be adhered to when using a Restraint-Box:

- a) Application of Restraint-Boxes
 1. With a Sergeant or Watch Commander's approval, Restraint-Boxes may be used if an inmate has bypassed or attempted to bypass any restraint lock.
 2. Restraint-Boxes shall be applied with the inmate's forearms parallel to the ground and in front of the body with one arm above the other arm.
 3. The palm of the top arm shall face down and the palm of the bottom arm may face up or down.
 4. Once the Restraint-Box is secure, a length of chain shall be attached through the Restraint-Box and wrapped around the waist of the inmate.
 5. The end of this chain may be secured around the inmate's waist or secured from the Restraint-Box to leg restraints. It shall be of sufficient length to allow the inmate to stand upright if it is secured from the Restraint-Box to the leg restraints.
- b) Restraint-Boxes shall only be used when inmates are handcuffed to the front of their body and in a manner consistent with training.
- c) Inmates restrained with Restraint-Boxes shall be given reasonable opportunities to use toilet facilities, and provisions shall be made for the consumption of meals.
- d) Prior to using the Restraint-Box system, staff shall receive training and must demonstrate proficiency in its use.
- e) A deputy placing an inmate in a Restraint-Box shall document the use of the Restraint-Box in the appropriate Jail incident or crime report.

1800.5 - Restraint Chair

The restraint chair is designed to provide containment of a violent, combative, aggressive, destructive, or self-destructive inmate in a humane, dignified, and non-humiliating, manner. The restraint chair may only be used when it appears less restrictive alternatives would be ineffective in preventing the inmate from injuring themselves, injuring others, or damaging property. The restraint chair will never be used for discipline or as a substitute for treatment.

- a) The Watch Commander, in collaboration with Correctional Health Services (CHS) medical personnel, will evaluate the placement of an inmate in the restraint chair.
- b) Required Authorization
 1. If exigent circumstances exist, the Watch Commander may approve placement of an inmate in the restraint chair without a written authorization from CHS.
 2. A written authorization signed by CHS is required prior to placing an inmate in the restraint chair.
 3. Only staff trained in the use of the restraint chair will place an inmate in the restraint chair.
- c) Additional Requirements
 1. Absent exigent circumstances, a supervisor will be present prior to placing the inmate in the restraint chair and will remain until the inmate is properly secured.
 2. CHS will assess the inmate's medical and mental condition prior to placement in the restraint chair. If CHS is unable to assess the inmate prior to placement in the restraint chair, CHS will assess the inmate's medical and mental condition within one hour of placement in the restraint chair.
 3. A video camera will be used to record the inmate being placed and secured in the restraint chair. All additional interactions requiring entry into the cell will also be recorded, including CHS assessments and evaluations.
 4. Any inmate in a restraint chair shall be secured separately from all other inmates.
 5. The restraint chair may be used in conjunction with a padded safety cell if all policies and procedures regarding the use of the safety cell and restraint chair are followed and CHS specifically requests the use of the restraint chair on the J-105(A) written order.
 6. The restraint chair will be placed in the center of a cell equipped with a fixed security camera. There must be no obstruction to the camera's view of the inmate. The camera's view will be displayed on a monitor to provide a constant view of the inmate.
 7. Cardiopulmonary resuscitation equipment and an automated external defibrillator (AED) shall be readily available.
- d) Required Documentation
 1. A deputy placing an inmate in a restraint chair shall document the use of the restraint chair in the appropriate Jail incident, medical aid or crime report. The report will include:
 - i. The name and title of the person requesting the use of the restraint chair.
 - ii. The name and title of the person authorizing its use.
 - iii. The specific behaviors which produced the judgment that the inmate was a danger to self, others, or property.
 - iv. All security and CHS staff involved or present.
 - v. The date/time the inmate was placed in the chair and the date/time taken out.
 - vi. Where the inmate was taken after being removed from the restraint chair.
 2. A deputy will be assigned to maintain the inmate personal safety monitoring form. The form will include:
 - i. The date and time of all observations required in section 1800.5(e) below, including the name and title of the person conducting the observation.
 - ii. All hydration and sanitation opportunities required in section 1800.5(f) below, including the name and title of all staff (OCSD and CHS) present.
 - iii. All opportunities for range of motion exercises as required in section 1800.5(g) below, including the name and title of all staff (OCSD and CHS) present.
 3. A copy of the completed inmate personal safety monitoring form will be included with the Jail Incident Report, medical aid or crime report.
- e) Required Observation

1. Staff will check the condition of each inmate in a restraint chair by direct visual observation within fifteen minutes of the beginning time of the previous check. Staff will check the person for any signs of distress and will ensure the restraints remain properly applied to protect the person's safety and well-being. Staff will notify CHS immediately if any of the following conditions are observed:
 - i. Swelling
 - ii. Skin discoloration
 - iii. Altered respirations or labored breathing
 - iv. Unconsciousness or reduced consciousness
 - v. Complaint of injury or illness
 - vi. Any indication of distress
 2. A sergeant shall check the condition of the restrained inmate by direct visual observation within sixty minutes of the beginning time of the last sergeant's check.
 3. CHS staff shall begin an assessment of the inmate within sixty minutes of the beginning time of the previous assessment.
- f) Hydration and Sanitation
1. An inmate in the restraint chair will be offered water (or other fluids as determined appropriate by CHS) a minimum of every two hours, or more frequently if he/she appears to be dehydrated or in need of fluids.
 2. Without compromise to safety and security an inmate should be released from the restraint chair and allowed to use the restroom as needed. A sergeant or above will be present any time the inmate is released from the chair.
- g) Range of Motion Opportunities
1. The restrained inmate will be given the opportunity to exercise the range of motion of his/her arms and legs for at least five minutes every hour to meet the standard of providing at least ten minutes every two hours. Deputies will release one limb at a time and re-secure each limb before releasing the next. A sergeant or above will be present when deputies release the inmate's limbs. These opportunities will be recorded on a video camera.
 2. If range-of-motion exercises cannot be completed (e.g. inmate is too combative), the reason will be documented on the cell log. During the following hour, ten minutes of motion must be provided and noted on the cell log.
- h) Continued Restraint
1. The facility watch commander and CHS staff will review the inmate for continued restraint or removal a minimum of every hour.
 2. The following criteria are used to assess appropriateness for continued restraint or removal. The inmate need not meet all criteria before being released from restraints.
 - i. Calmness – The inmate is no longer agitated, yelling, or struggling against the restraints; his/her speech displays normal tone of voice, volume, and pressure.
 - ii. Cooperation – The inmate interacts appropriately with staff and is able to contract that he/she will not continue to be danger to his/herself or others if released.
 - iii. Insight – The inmate recognizes the reason he/she was placed in restraints and/or can communicate alternative ways of handling the original situation which would not result in restraints.
- i) Removal from the Restraint Chair
1. An inmate will be removed from the restraint chair as soon as is reasonable. A sergeant or above must be present when the inmate is removed from the restraint chair.
 2. CHS will assess the inmate's medical condition upon removal from the restraint chair.

3. No inmate will remain in the restraint chair for more than four hours. Prior to the expiration of the four hours, one of the following remedies will be implemented:
 - i. Complete the booking process as either an incomplete, expedite, or normal booking.
 - ii. Process the inmate as a normal booking process delay.
 - iii. Place the inmate in appropriate housing as determined by CHS and/or Classification. This may include a safety cell, cell confinement, or regular housing.
 - iv. Transport the inmate to the hospital for a comprehensive medical evaluation.
4. If an inmate has missed a meal due to being in a restraint chair, he/she will be provided a meal as soon as possible after being removed from the chair.

1800.6 - Gurney Procedures

The purpose of this policy is to address the use of the gurney by OCSD security staff to restore order and maintain security, in conjunction with a specific incident such as an ERT response, cell extraction, use of force etc. Nothing in this policy is intended to address gurney usage for medical purposes under the direction and supervision of CHS personnel.

- a) A gurney may be used when determined necessary to transport an uncooperative/resistant inmate who continues to resist less constricting control options and continues to disobey commands of the security staff. The gurney shall not be used if the inmate complies with commands and stops resisting when a lower level of restraint is used, i.e., handcuffs, leg restraints, or waist restraints. The following applies to transporting uncooperative/resistant inmates by the use of a gurney:
 1. The gurney may be used to transport an uncooperative/resistant inmate from one location to the other.
 2. If a supervisor is not present during the incident and the inmate is placed on the gurney, a supervisor shall be notified immediately.
 3. The incident shall be documented via handheld camera.
 - i. The incident shall be recorded from the time the inmate is placed on the gurney, up until the inmate is taken off of the gurney and placed in a secure location.
 4. No inmate shall be transported in the prone (face down) position on the gurney. The inmate shall be upright, on their back, or on their side while secured on the gurney. A pregnant inmate shall not be restrained to a gurney for transport except as allowed by CCOM 1800.3.
 5. A deputy will accompany the inmate on the gurney at all times and at no time shall an inmate be left unattended.
 - i. The deputy will monitor the inmate's condition, including breathing and responsiveness, and this information will be communicated to medical staff if they are not already present.
 6. When transporting an inmate on a gurney, medical staff will be present as soon as practical to evaluate and monitor the inmate for the duration of the time on the gurney.
 7. Once the inmate is transported to the desired destination (i.e., medical triage, safety cell, or secured unoccupied cell), and begins to obey commands made by security staff, the inmate shall be taken off the gurney and placed within the desired destination.
 8. Approved restraint devices may be utilized to prevent the inmate from injuring themselves, injuring others, or damaging property during transport.
 - i. Approved restraint devices may be used to temporarily restrain a combative and/or uncooperative inmate to the gurney, when deemed necessary for the safety and security of the inmate, staff, or the public.
 - ii. The provisions do not apply to the use of safety straps, when used to secure an inmate to the gurney to prevent them from falling.
 - iii. An inmate will be removed from the gurney as soon as possible. An inmate shall not be secured to a gurney longer than is reasonably necessary to restore order and maintain security in the jail.

- iv. Also, the provisions do not apply when approved restraint devices are used to secure an inmate to a gurney for general security reasons (e.g., prevent escape, transport to hospital, and/or securing inmate at hospital).

1800.7 - Injuries, Reports, and Investigations

Any use of force incident that results in physical harm, or serious threat of physical harm, to an employee, inmate, or other person shall be investigated, documented on the appropriate report form, approved by the supervisor, and submitted to the division commander within twenty-four hours of the incident.

a) Injuries

1. Whenever personnel use force, Correctional Health Services (CHS) will be notified and directed to respond, and once on scene will assume responsibility for medical care.
2. Involved personnel and inmates will be examined for possible injuries.
3. Injuries will be treated as soon as possible. CHS will determine if the injuries can be treated on site or if the inmate must be taken to a hospital for treatment.
4. The watch commander and the division commander will be notified as soon as practical when potentially life-threatening injuries are observed.

b) Reports

1. Any use of physical force by a member of this department shall be documented by that member promptly, completely, and accurately in an appropriate report depending on the nature of the incident.
 - i. A DR number will be required for all Use of Force reports.
 - ii. The primary report title will be the crime, major jail rule violation, or other incident that resulted in the use of force.
 - iii. The report shall detail the need for force and the exact force method utilized.
 - iv. Any other personnel involved will write follow-up reports.
 - v. When documenting a Use of Force event, Department personnel may review OCSD audio/video recordings (e.g. PVS, jail facility cameras) as a means of ensuring factual accuracy and enhancing recollection. Use of such materials in preparation of reports shall be documented, and done on an individual rather than collective basis.
2. Any employee involved in or who witnesses a use of force shall notify a supervisor as soon as practical. Failure to notify a supervisor of a use of force may result in discipline pursuant to department policy. Such notification shall be made as soon as practical.

c) Supervisory Response

1. Sergeant Responsibilities
 - i. Refer to Department Policy Manual 300.11 - Use of Force (Supervisor Responsibility).
2. Watch Commander Responsibilities
 - i. Refer to Department Policy Manual 300.12 - Use of Force (Lieutenant Responsibility).
3. Division Commander Responsibilities
 - i. Refer to Department Policy Manual 300.13 - Use of Force (Division Commander Responsibility).

1800.8 – Correctional Health Services (CHS)-Ordered Seclusion and/or Restraints (Including Restraint Bed) in the Lanterman-Petris Short (LPS) Unit

The purpose of this policy is to provide guidelines regarding the use of CHS-ordered seclusion and/or restraints, including a restraint bed, in conjunction with the Lanterman-Petris-Short Unit (LPS) protocols developed by CHS. This policy does not apply to the use of any security restraints by OCS in accordance with CCOM Policy 1800.3 through 1800.6. CHS Policy 7490 outlines the subject of CHS-ordered seclusion and/or restraints in the LPS. LPS seclusion and/or restraints are to be used only as determined by LPS mental health clinical staff for mental health treatment purposes, when deemed necessary to ensure the safety of an inmate or the safety of those around him/her and only after less restrictive interventions have been proven ineffective. The use is to be discontinued as soon as the behavior is controlled. CHS Staff and Deputies working in LPS shall receive annual training to ensure proper compliance with seclusion and/or restraint procedures.

- a) A restraint bed is located at the Intake and Release Center, Module L, in Safety Cell #2. The restraint bed is to be utilized in conjunction with the LPS Seclusion and/or Restraint protocols.
- b) Required Authorization and Notification.
 1. LPS mental health clinical staff can recommend to the CHS psychiatrist the placement of an inmate into seclusion and/or restraints if the inmate displays behavior which results in destruction of property or reveals an intent to cause danger to self or others.
 2. The initial order and face-to-face assessment for the use of seclusion and/or restraint shall be obtained within one hour from a CHS psychiatrist and entered into the inmate's health record by LPS mental health clinical staff.
 - i. Temporary placement into seclusion and/or restraint can be initiated by LPS mental health clinical staff under emergency conditions prior to receiving the actual order from a CHS psychiatrist on site or on-call.
 - ii. The psychiatrist's order must be received within 15 minutes when an inmate is temporarily ordered placed by LPS mental health clinical staff.
 - iii. If the psychiatrist disagrees with the decision, the inmate will be removed from seclusion and/or restraint.
 3. The psychiatrist's order for restraints shall include the extent of restraint, type of restraint, reason for restraint, and time limit of the order.
 4. If LPS mental health clinical staff determine that an inmate will be placed in seclusion and/or restraints, including the restraint bed, the area Sergeant and Watch Commander will be notified. A J105A form will be generated by LPS mental health clinical staff and given to the deputy in the LPS indicating need of placement in seclusion and/or restraint and any restrictions. Deputies will place the inmate in the restraint device or restraint bed while LPS mental health clinical staff are present. Only deputies trained in the use of the restraint device or restraint bed will place an inmate in the restraint device or restraint bed.
 5. The least amount of restraint points shall be ordered by a CHS psychiatrist to allow the maximum freedom of movement, while ensuring the physical safety of the inmate and staff. Deputies should apply the restraints to secure extremities and waist, but not so tightly as to restrict circulation.
- c) Additional Requirements
 1. Absent exigent circumstances, a supervisor will be present prior to deputies placing the inmate in the CHS-ordered seclusion and/or restraint device or the restraint bed and will remain until the inmate is properly secured.
 2. A video camera will be used to record the inmate being placed and secured in restraints or the restraint bed. All additional interactions requiring entry into the cell will also be recorded, including CHS assessments and evaluations.
 3. Any inmate in restraints and/or the restraint bed shall be secured separately from all other inmates.

4. The restraint bed is in a cell equipped with a fixed security camera. There must be no obstruction to the camera's view of the inmate. The camera's view will be displayed on a monitor to provide a constant view of the inmate.
5. Cardiopulmonary resuscitation equipment and an automated external defibrillator (AED) shall be readily available.

d) Required Documentation

1. A deputy placing an inmate in a CHS-ordered restraint device, including the restraint bed, will be assigned to document the use of the device or bed in the appropriate Jail incident, medical aid or crime report. The report will include:
 - i. The name and title of the CHS personnel requesting the use of the device or bed.
 - ii. The name and title of the CHS personnel authorizing its use.
 - iii. The specific behaviors which produced the CHS personnel's judgment that the inmate/detainee was a danger to self, others, or property, if known by the deputy.
 - iv. All OCS and CHS staff involved or present.
 - v. The date/time the inmate was placed in the device or bed and the date/time taken out.
 - vi. Where the inmate was taken after being removed from the device or bed.
2. A deputy will be assigned to maintain the inmate personal safety monitoring form. The form will include:
 - i. The date and time of all observations required in section 1800.8.5 below, including the name and title of the person conducting the observation.
 - ii. All hydration and sanitation opportunities required in section 1800.8.7 below, including the name and title of all staff (OCS and CHS) present.
 - iii. All opportunities for range of motion exercises as required in section 1800.8.8 below, including the name and title of all staff (OCS and CHS) present.
3. A copy of the completed inmate personal safety monitoring form will be included with the Jail Incident Report, medical aid or crime report.

e) Required Observation

1. Per CHS policy 7490, a designated LPS mental health clinical staff member will constantly attend to and monitor the inmate on a one-to-one, face-to-face basis. CHS staff will check the person for any signs of distress and will ensure the restraints remain properly applied to protect the person's safety and wellbeing.

f) Continued Restraint

1. Inmates ordered placed in seclusion/restraints by CHS staff will remain there for at least 15 minutes. This period of time is considered the minimal amount of time for CHS staff to observe and assess the inmate's behavior to determine whether a danger by or to the inmate still exists. The inmate will be evaluated at 15 minute intervals by CHS staff to determine if the inmate has been able to regain control and can be released from the restraint. CHS orders for seclusion and/or restraint shall not exceed four hours.
 - i. There must be a second face-to-face evaluation by a psychiatrist and a new order entered into the inmate's health record when an inmate has been released from seclusion and/or restraints and requires entry again.

g) Hydration and Sanitation

1. An inmate in a restraint device or the restraint bed will be offered water (or other fluids as determined appropriate by CHS) a minimum of every two hours, or more frequently if he/she appears to be dehydrated or in need of fluids.
2. Without compromise to safety and security, an inmate should be released from the restraint device or restraint bed and allowed to use the restroom as needed. A sergeant or above will be present any time the inmate is released from the device or bed.

h) Range of Motion Opportunities

1. The restrained inmate will be given the opportunity to exercise the range of motion of his/her arms and legs for at least five minutes every hour to meet the standard of providing at least ten minutes every two hours. Deputies will release one limb at a time and re-secure each limb before releasing the next. A sergeant or

above will be present when deputies release the inmate's limbs. These opportunities will be recorded on a video camera.

2. If range-of-motion exercises cannot be completed (e.g. inmate is too combative), the reason will be documented on the cell log. During the following hour, ten minutes of motion must be provided and noted on the cell log.
- i) Release from the Restraint Device or Restraint Bed
 1. LPS mental health clinical staff will determine the inmate's readiness to be released from the restraint device or restraint bed.
 - i. The attending LPS mental health clinical staff may determine the inmate may be released without an additional order from the psychiatrist when the behavior has subsided or the four-hour time limit has expired.
 2. Upon determination by LPS mental health clinical staff that an inmate should be released from the restraint device or restraint bed, deputies will release the inmate as soon as a sergeant or above can reasonably respond. A sergeant or above, and LPS mental health clinical staff must be present when the inmate is released from the device or bed. The release of the inmate from the device or bed will be video recorded.
 - j) If an inmate has missed a meal due to being in a restraint bed, he/she will be provided a meal as soon as possible after being removed from the restraint bed.

1802 - Control of Weapons and Security Equipment

To ensure the safety and security of facility staff and inmates, [REDACTED] [REDACTED] area of the facility. The only exception will be during an emergency when the [REDACTED] has been approved by the Assistant Sheriff of Custody Operations.

1802.1 Personal and Duty Weapons Security

a) Staff Locker Room

[REDACTED]

b) Gun Lockers

[REDACTED]

1802.2 The Facility Armory

- a) The Facility Armory will be used to store [REDACTED]
- b) The Armory will be easily accessible to staff during emergencies. It shall not be accessible to inmates at any time.
- c) Visitors will not be permitted in the armory, nor will they be permitted to handle armory equipment. The Division Commander may authorize exceptions.
- d) The Division Commander will ensure that sufficient armory equipment is available to meet facility needs.
- e) Weapons and equipment will be based upon an analysis of the facility and number and profile of the inmate population.

1. Weapons and equipment will also be based on the [REDACTED]
- f) An assigned Sergeant will ensure that all deputies are trained in the proper use of all armory items. Periodic updated training will be conducted to re-familiarize staff and meet training requirements
 - g) All armory equipment will be properly used and maintained.
 1. Before being replaced in the armory, each item will be cleaned and/or re-packed to ensure its proper storage and accessibility.
 2. Expended or unserviceable items will be listed on a memorandum to the Watch Commander for replacement.
 3. An inventory of armory equipment will be posted [REDACTED] to ensure that all equipment is accounted.
 - h) The Watch Commander will document in the Watch Commander's Log whenever armory items are issued for use in the facility.
 - i) Any use of a less lethal weapon and/or chemical will be documented in a Jail Incident Report, and submitted to his/her supervisor no later than the end of the shift.

1803 - Response Procedures / Code Alpha

- a) While the general disturbance procedures provide for an orderly, staged and planned response, it may be necessary to have a large number of personnel respond immediately to an incident. Such a response shall be termed [REDACTED] and the restrictions applicable to the use of this measure are explained below.
- b) [REDACTED] may be initiated by any Deputy in any instance where there exists a threat to employee safety, and when announced requires every Deputy within the facility (except those listed below) to secure their work area and respond to the area designated where they shall wait for further instructions.
- c) See facility specific appendix for positions that DO NOT RESPOND to [REDACTED]
- d) If a "CODE ALPHA" response is not required, disturbances within the housing areas shall be controlled utilizing the following procedures.

1803.1 - Response Procedures / General Disturbance

- a) Initial Deputy
 1. The initial response to a disturbance should be scaled to the severity of the situation. This requires the initial Deputy discovering the disturbance to appropriately describe the incident when requesting assistance. The following criteria should be considered in determining the initial response:
 - i. How many inmates are involved?
 - ii. Is the incident contained?
 - iii. What is the severity of the injuries being sustained?
 - iv. Are there weapons involved?
 - v. Is there smoke or fire?
 - vi. Is there major structural damage?
 - vii. Is there likelihood that inmates may gain access to Guard Corridors, or Guard Stations, elevators, stairwells, or control of the roof area?
 - viii. Are inmates assaulting deputies or other non-safety personnel?
 - ix. Are conditions so violent, destructive, or dangerous that total loss of control and/or death is likely?
 2. Based on the above factors the initial response may be limited to a few deputies assigned to the area or may require all available personnel.
 - i. The initial Deputy is in charge of the scene until specifically advised by a superior that he/she has been relieved of that responsibility.
 - ii. The initial Deputy shall report the incident to the responsible Guard Station and will then be responsible for observing and directing the activities of the first deputies to arrive on the scene.

- iii. All inmates will be ordered to return to their cells and close their doors.
- iv. The first one or two deputies arriving on the scene shall be directed by the initial Deputy to assess the situation and observe inmate activities.
- v. The initial Deputy may require a backup deputy for the purpose of providing access for additional help and to assist with communications.
- vi. At no time will a Housing Deputy/SSO handling/coordinating the response to a disturbance, leave the security console that controls the affected area.

b) Responding Deputies

1. Priorities of deputies during a disturbance must be ordered as follows:

- i. The safety and protection of the general public is the primary mission. Retaining custody and control of the inmates assures a safer community.
- ii. The safety, welfare, release and rescue of hostages.
- iii. Safeguarding other personnel to prevent loss of life or injuries can reduce the level of violence.
- iv. Preventing unnecessary injury to inmates also controls the level of violence. Those inmates not involved in the disturbance must be isolated and protected.
- v. Property preservation should not be allowed to supersede the value of human life. However, safeguarding property by controlling inmate movement and behavior is a valuable step toward limiting the extent of a disturbance.
- vi. Preservation and collection of evidence.
- vii. Proper documentation of the incident through initial crime reports and/or jail incident reports to ensure enforcement of crimes and/or jail rule violations.

c) Guard Station Deputy/SSO

1. The Guard Station Deputy/SSO will notify the appropriate Sergeant of the incident and assign a deputy to respond to the area of disturbance with the video camera from the Guard Station.
2. The Guard Station Deputy/SSO shall be responsible for notifying other housing locations to secure all inmates within their cells and/or dayrooms. The Housing Deputies/SSO's shall be alert for any signs of the disturbance spilling over into that area.
3. All inmate movement shall cease until the situation is resolved to a point where inmate movement can safely resume.

d) Sergeant

1. Upon arrival, the Sergeant will assess the situation and advise the Watch Commander. The Sergeant will take command of the scene until relieved by the Watch Commander.
2. If it appears that the disturbance may escalate, the Sergeant will determine whether additional deputies should be requested. The Sergeant will notify the Watch Commander, who will respond and will direct the staging of support personnel.

e) Watch Commander

1. The Watch Commander will respond to the scene to make an assessment and may, at his/her discretion, advise the Division Commander.
2. At the point where escalation or use of an ERT appears inevitable, the Watch Commander will, at the earliest opportunity, notify the Division Commander.
3. During a major incident the Watch Commander may establish a Command Post.
4. The Watch Commander will designate a staging area and prepare additional personnel for immediate response, if the situation escalates.
 - i. The Watch Commander may, if necessary, call in all or a portion of the next shift of deputies to assist in handling the disturbance.

- ii. If the disturbance appears to be escalating, the Watch Commander may request the Patrol Watch Commander to move Patrol Deputies near the jail facility. When this is necessary, the Division Commander and Assistant Sheriff of Jail Operations will be notified first.
5. Incidents that result in compromised security, injuries likely to result in death or death occur, the Division Commander, Assistant Sheriff of Jail Operations and Sheriff will be notified.
6. When it appears likely that a total breach of security could occur (i.e., the disturbance will likely spread to all areas of the facility):
 - i. All non-essential personnel will be removed from the facility with Correctional Health Services (CHS) establishing an emergency first aid station in the main security parking lot.
 - ii. The Watch Commander will advise Headquarters to establish perimeter security. The Patrol Watch Commander will assign and deploy shotgun-equipped deputies, under the supervision of a patrol sergeant, to take up positions to maintain perimeter and facility security.
 - iii. Perimeter security personnel shall deny access to the facilities to all but necessary law enforcement, fire and medical personnel, and will be responsible for the apprehension of any inmate who breaches security.

1803.2 - Response Procedures / Riot

- a) Remove all non-participating inmates.
 1. Inmates not involved in the disturbance will be allowed to safely withdraw to a non-affected secure area. The [REDACTED] areas are designated as evacuation rally points and can be used for isolating non-participants.
 2. These inmates must be protected as they withdraw and remain uninvolved. Care must be taken to ensure that they do not escape from their safe area during the disturbance.
- b) Establish communications.
 1. From information provided from staff and inmates, the Watch Commander and sergeant will attempt to determine the cause of the disturbance.
 2. The Watch Commander will direct a sergeant to contain the situation and identify a spokesman for the inmates. When containment is achieved, the spokesman will be allowed to confer with the Division Commander or his/her designee. Use of a Hostage Negotiator may be used as the designee of the Division Commander.
 3. When hostages are taken, the Crisis Negotiations Team (CNT) will be summoned through the Emergency Communications Bureau (ECB) Commander. All negotiations will be conducted by CNT. (See also – Safety and Emergency Procedures – Hostage Plan)
- c) Gather facts from the staff.
 1. Staff will be questioned about their observations. Riot leaders and participants who committed injury or damage will be identified.
 2. When possible, staff will make notes of their observations and forward them to the sergeant. This will be preparatory for any subsequent disciplinary or legal actions.
- d) After the riot is controlled:
 1. Confine the riotous inmates in a secure place with enough deputies to maintain control.
[REDACTED]
 2. [REDACTED]
 3. Conduct a [REDACTED], or if an inmate is [REDACTED] for other reasons.
 4. Extra deputies will be assigned to increase inmate supervision in the area of occurrence.
 5. Correctional Health Services (CHS) will immediately attend to any serious injuries requiring emergency first aid. Other non-life threatening injuries will be prioritized for treatment at the Module Nurse's Office.

6. Inmate programs and normal facility schedules will be interrupted until order is restored. The Division Commander will be summoned to review the incident and decide when to resume normal operations.
7. A thorough investigation will be conducted. Staff and inmates will be interviewed. Reports will be written by all necessary staff as determined by the sergeant.
8. Forensic Specialists will photograph the area involved in the disturbance. Evidence will be collected as appropriate.
9. Inmates identified as instigators, agitators and those who committed crimes will be housed under increased security while awaiting appropriate discipline. Inmates found to be involved may face legal action by the District Attorney's Office.

1806 - Less/Non-Lethal Weapon Systems

1806.1 - General

- a) All personnel deploying less lethal systems shall be aware of all Departmental policies and regulations pertaining to their use.
- b) Deployment of less lethal systems will be consistent with the Orange County Sheriff's Department policies on the Use of Force.
- c) While the option to utilize less-lethal force is available, nothing in this policy shall require any personnel to deploy such option when circumstances reasonably indicate the use of deadly force is appropriate.
- d) Only qualified sworn personnel trained in the use of less lethal systems shall be authorized to deploy them.
 1. Qualified personnel are those who have completed the required training designated for each less lethal system.
 2. Once certified, operators must complete any required update training courses. Training will consist of, but not limited to, briefings, classes, walk-through instruction, video presentations, Power Point presentations, handouts and practical applications.
 3. Each Division shall maintain a current list of all qualified personnel.
- e) The operator of any less-lethal weapon system shall inspect the weapon for operational readiness at the beginning of their shift in accordance with the established training guidelines.
- f) When possible, the operator of a less-lethal system shall have a secondary person equipped with less-lethal force.
- g) The less-lethal operator, personnel in charge, or the supervisor on scene shall make a tactical evaluation whether use of the less-lethal weapon is objectively reasonable, taking into consideration available circumstances including, but not limited to:
 1. The subject's stated or exhibited intent to resist being placed under control.
 2. The seriousness of that threat as evaluated by the on scene personnel.
 3. Additional information immediately available to the personnel such as knowledge of the subject's expertise in martial arts or other unarmed defensive tactics.
 4. Whether the suspect is armed with a potentially deadly weapon.
 5. Indications of drug use or alcohol intoxication.
 6. The deputy's physical state (e.g., exhaustion, injured, etc.)
- h) When practical, the operator should provide a verbal warning prior to the deployment of a less-lethal system.
- i) Deployment at a stationary target is desirable however; personnel should recognize a subject's actions might not always make this possible. If the target becomes mobile, personnel should exercise caution when deploying the Less-Lethal system against moving targets.
- j) Medical attention is required after the application of less-lethal force. Generally a medical evaluation shall be performed by Correctional Health Services (CHS) Except:
 1. Use of the Taser in the field requires an immediate evaluation by paramedics. The paramedics will advise if further treatment is required.

- k) After the deployment of a less-lethal weapon, the operator shall notify his/her supervisor of the deployment.

1806.2 - Electronic Control Device

- a) Use of an Electronic Control Device is covered by Orange County Sheriff's Department Policy #309 - Electronic Control Devices.
- b) The Operations Sergeant shall assign all available Tasers to be carried by available staff during their work shift. Staff members assigned to carry Tasers shall be trained and certified in its use and shall carry the Taser throughout their entire shift. The Operations Sergeant shall assign a Taser to at least one (1) appropriate staff member at each work location. (I.e. mod, barracks, floor).

1806.3 - Jaycor Pepperball

a) Definition

1. Jaycor Pepperball is a use of force option that holds the potential to successfully resolve situations involving hostile, violent, and uncooperative subjects. It is intended to provide deputies with another method of dealing with the wide variety of situations that they may face as part of their duties. Pepperball is a unique non-lethal chemical agent delivery system that uses high-pressure air launchers to deliver chemical agents and kinetic energy impact force from a distance. It can be used on individual suspects as well as large groups of people for riot and crowd control. Non-lethal force philosophy, similar to less-lethal force, is defined as a concept of planning and force application, which meets operational objectives, with the least potential for causing death or serious physical injury than conventional police tactics.

b) Use Guidelines

1. Deputies who have been trained in the use of Pepperball may deploy the non-lethal device when the use of force complies with the use of force guidelines, established in the Department's Rules and Regulations Manual (I 1.01.3, I 1.17.0 and III 2.06.0.)
 - i. The option to deploy a non-lethal system shall be left to the discretion of the involved personnel based upon the circumstances at that time.
 - ii. The Pepperball may be used for the purpose of compelling an individual to cease his or her violent or potentially violent actions by using the OC powder and kinetic energy impact force directly on the suspect.
 - iii. An evaluation of the tactical situation shall be made by the personnel on scene, taking into consideration available circumstances including, but not limited to:
 - A. The suspect's stated or exhibited intent to violently resist being taken into custody.
 - B. The credibility of that threat as evaluated by the on scene deputy(s).
 - C. Additional information immediately available to the deputy(s), such as knowledge of the subject's expertise in martial arts or other unarmed defensive tactics.
 - D. The suspect is armed with a potentially deadly weapon such as a knife, club, nunchakus, etc.
 - E. Indications of drug use or alcohol intoxication.
 - F. The suspect's physical stature and clothing worn. For example, a subject who has a thin build and is not wearing a shirt presents a different set of conditions compared to an individual who is heavy-set and wearing a jacket.
 - G. Due to their physical condition, use of less lethal munitions against children and the elderly should be avoided unless there are unique circumstances present that would justify such deployment
 - H. Availability of other force options and their possible effectiveness and appropriateness.
 - I. Indications that attempts to subdue the subject through the use of control holds or self-defense techniques would be ineffective.

- J. A reasonable expectation it will be more dangerous for the deputy(s) to approach to within physical contact distance of the subject.
- K. The subject's actions indicate the need for an immediate response, and the use of a non-lethal system reasonably appears to be appropriate, especially if the only other option to deal with those actions may be the use of deadly force.

c) Deadly Force

- 1. While the option to consider a non-lethal system is available, nothing in this policy shall require any deputy to deploy such an option when circumstances reasonably indicate the use of deadly force is appropriate.

d) Descriptions of Non-Lethal Launcher and Projectiles

- 1. The Jaycor Pepperball System is comprised of a launcher (SA200 Rifle), a high pressure air (HPA) bottle that attaches to the launcher, projectiles, and a fill adaptor that attaches to a SCUBA tank or Self-Contained Breathing Apparatus (SCBA) tank.
- 2. Only Jaycor Pepperball projectiles will be used in the launcher. [REDACTED]
[REDACTED] There are three types of rounds. The [REDACTED] contains Pava powder (OC) and weighs [REDACTED]. [REDACTED] scented powder that allows officers to ascertain by smell where OC would be by the wind. Clear rounds are filled with water
- 3. Pepperball projectiles should only be used in the Pepperball launchers designed specifically for non-lethal rounds. Only non-lethal projectiles issued by the Department are authorized for use by Sheriff's personnel.

e) Carrying of Non-Lethal System

- 1. The [REDACTED] and when in use carried in a black ballistic nylon protective case, safety on, and charging handle forward.
- 2. The non-lethal projectiles shall be carried in the [REDACTED]. Additionally, a speed pod containing [REDACTED] will be kept in the case.
- 3. The HPA air bottle will be attached to the launcher and the gauge needle should read [REDACTED] and it should have the same psi.

f) Inspection

- 1. Personnel deploying the Pepperball will be responsible for ensuring [REDACTED] loaded in the hopper, and the case [REDACTED]. The deputy should verify that the HPA air bottle has [REDACTED]. If the gauge reads less than [REDACTED] the deputy should recharge the air bottle by following the procedure indicated in Section VI.
- 2. At the [REDACTED], the deputy taking charge of the weapon shall verify the status of the launcher. The deputy shall inspect the weapon to verify that it is functional, properly loaded with the projectiles, safety on, charging handle forward and no round in the chamber.
- 3. At the [REDACTED], the deputy having charge of the weapon will inspect the case to ensure the safe condition of the Pepperball system. The oncoming deputy will then go through the inspection procedure.

g) HPA Bottle Charging Procedures

- 1. Attach bottle to fill adapter by inserting [REDACTED].
- 2. Close relief valve on the adapter [REDACTED] slowly open main valve on SCUBA tank (counter-clockwise). To protect eyes against airbursts, eye protection is recommended. Air can be heard moving from the SCUBA tank into the air bottle when the main SCUBA valve is opened. The air bottle pressure gauge needle should read [REDACTED] when it [REDACTED].
- 3. Close the main valve on the SCUBA tank [REDACTED]
- 4. Open the relief valve on the fill adapter to relieve line pressure (counterclockwise).

h) Loading the SA200 Launcher

1. Loosen the [REDACTED] of the feed elbow and [REDACTED] into the feed elbow on [REDACTED]. Tighten the crimp screw at the base of the feed elbow with the large Allen wrench contained in the maintenance kit.
2. Fill the hopper with Pepperball projectiles to [REDACTED]. Do not overfill the hopper. Loading too many rounds in the hopper can cause the projectiles to jam when feeding into the breech.
3. Fit the hopper cap securely into place.

i) Charging the SA200 Launcher

1. First make sure that the launcher is on safe by pressing the safety button out to the right-hand side of the launcher. [REDACTED].
2. Insert the [REDACTED] into the [REDACTED]. Double-check the air pressure gauge to ensure that the bottle is filled at or near capacity.
3. Adjust the butt stock at the rear of the air bottle to fit your shoulder.

j) Firing the SA200 Launcher

1. Ensure the [REDACTED] to the launcher. [REDACTED]
[REDACTED]
2. [REDACTED]
3. Take the launcher off safe by pressing the safety button out to the left hand side of the launcher.
4. Acquire a [REDACTED]
5. Never target eyes, face, throat or spine.

k) Deployment of Non-Lethal System

1. If practical, a [REDACTED]
2. [REDACTED]
3. [REDACTED]
4. Supervisor should be notified and present, whenever practical, to coordinate and direct the involved personnel.
5. The deploying deputy, whenever practical, should communicate to other personnel on scene that the Pepperball is being deployed.
6. Personnel deploying the Pepperball shall ensure the use of non-lethal projectiles is reasonable for the circumstances at the scene.

l) Deployment Distances and Shot Placement

1. The throat, face, eyes, the base of the neck, and spine should not be targeted unless the suspect's actions are so threatening that only other apparent option is the use of deadly force.
2. Pepperball is considered a non-lethal device and is safe at point-blank range in target area.
3. Target area is determined by the suspect's clothing. Center of torso is the preferred target area.
4. The projectiles [REDACTED] and can be used for area [REDACTED]
5. Deployment at a stationary target is desirable. However, personnel should recognize a subject's actions might not always make this possible and exercise caution when deploying Pepperball [REDACTED]

m) Medical Treatment

1. In the event a person is struck with a Pepperball projectile in the throat, face, eyes, base of the neck or spine, the deploying deputy will ensure the arrested person is given appropriate medical treatment and medically cleared prior to booking into jail.

2. Jail medical staff will be notified whenever a subject, who was apprehended with the use of the Pepperball, is booked into jail. It should be noted on the booking slip.
 3. Decontamination of OC should be with clear, cool water and/or fresh air.
- n) Documentation of Non-Lethal System Use
1. All information will be documented on the appropriate report form.
 2. Describe the circumstances that gave rise to the use of Pepperball.
 3. Document all injuries.
 4. Describe any medical treatment, including that given to the subject after the impact of the Pepperball, by Fire Department/Paramedics and the hospital where the subject was transported. Identify the treating physician in your report.
 5. Any witness' statements.
 6. Subject's statements.
 7. Take photographs, even if there are no visible injuries. Note: photographs of a subject/ suspect's private areas; i.e., buttocks, breasts and underwear, are only allowed per 4030 P.C. (dealing with strip searches,) so only take photographs of exposed areas. Medical staff can rearrange clothing, conduct a visual check and make a notation in the subject's medical record.
- o) Supervisor's Responsibilities
1. The supervisor will ensure that proper documentation of the incident is completed. The supervisor on scene shall treat the use of Pepperball as any other use of impact force/OC incident and notify the Watch Commander.

1806.4 - 40mm Launcher

- a) Requirements
1. Staff members assigned to carry the 40mm shall be trained and certified in its use.
 2. The 40mm Launcher shall be carried by utilizing a department sling when available.
 3. The operator shall have a minimum supply of extra ammunition. This should include a variety of munitions (foam baton round, sting-ball round).
- b) Deployment
1. The following areas should not be targeted
 - i. Face
 - ii. Throat
 - iii. Chest
 - iv. Upper Abdomen
 - v. Groin
 - vi. Lower Back
 - vii. Spine
 - viii. Neck
 - ix. Head
- c) Foam Baton Round
1. Minimum less-lethal deployment distance is [REDACTED].
 2. Maximum deployment distance is [REDACTED].
 3. Optimal energy deployment range is [REDACTED].
- d) Sting-Ball Round
1. Sting-Ball rounds are not to be [REDACTED]
 2. Minimum less-lethal deployment range [REDACTED].
 3. Maximum effective range is [REDACTED].

4. Shot placement rather than deployment distance is the critical factor in determining the extent of injury caused by the projectile.

1806.5 - Sting-Ball Grenades

a) Requirements

1. Authorization for the deployment of the Sting-Ball grenades will be given by a sergeant, Watch Commander, or higher authority in the chain of command. The supervisor will review the situation and provide direction based upon his/her assessment.
2. Authorization for the deployment of a Sting-Ball grenade to facilitate a cell extraction would be deemed appropriate in situations where exigency exists for the extraction, such as outlined in CCOM section 1808.6 (1).
3. Any deployment of the Sting-Ball Grenade is considered a use of force and must comply with the Orange County Sheriff's Department Use of Force Policy.

b) Deployment

1. May be deployed for ground or aerial bursts
2. Effective range is a 50 foot radius
3. Deploying personnel should wear protective gloves.
4. All personnel in the area should wear eye protection.
5. If the safety pin is removed and the need to deploy no longer exists, personnel shall not place the Sting-Ball Grenade pin back into the spoon handle. Personnel shall take the Sting-Ball Grenade to a safe location, in close proximity, and detonate it.
 - i. Sting-Ball Grenades that do not detonate shall be disposed of by contacting the Orange County Sheriff's Department Hazardous Devices Section (HDS), who will render the un-detonated grenade "safe."

1808 - Emergency Response Team

An Emergency Response Team (ERT) is appropriate in situations likely to result in harm to staff or inmates, such as major disturbances, riots, and cell extractions. A coordinated effort utilizing specialized equipment and training is most likely to resolve the situation in a way that reduces the likelihood of injury to staff and inmates and minimizes liability for the Department. Specialized equipment and training will be available to ERT members in order for them to respond safely and efficiently. The use of force and less lethal systems will be consistent with the Department policy on use of force.

An ERT will only be used at the direction of a sergeant or above, with notification to the watch commander.

1808.1 – Precautions against Blood Borne Pathogens and Infectious Materials

- a) Deputies assigned to an ERT will limit their exposure to blood and bodily fluids by employing the following universal precautions:
 1. Use either the riot helmet face shield or the personal protective mask to cover your face.
 2. Wear protective gloves.
 3. At the conclusion of the call out, remove the gloves and wash your hands.
 4. Sanitize or replace any contaminated equipment.
- b) Staff who are exposed to bodily fluids or other potentially infectious materials will follow the procedures listed in Policy 1016 – Blood borne Pathogens Exposure Control Plan.

1808.2 – Supervision

- a) The incident commander, with notification to the facility watch commander, will supervise the ERT.
- b) If an ERT sergeant is present, he/she will directly supervise the team at the direction of the incident commander.

1808.3 – Team Composition

- a) The team will consist of qualified deputies assigned by the ERT sergeant or team leader. The assigned deputies will be notified during each shift's briefing. Each deputy will have an assigned position and task during an ERT deployment. Some examples of the ERT positions are as follows:
 1. ERT Sergeant
 2. Team Leader
 3. Assistant Team Leader
 4. Deputy
 5. Deputies
 6. Deputy
 7. Deputy
 8. Deputy
 9. Deputy
- b) Two additional staff members will be assigned, one as a scribe and one to operate the video camera. Staff members assigned to these positions are dedicated to documenting the events and will not directly participate. These positions may be filled by a CSA, SSO, or a deputy.
- c) All team leaders will be selected based on their qualifications, experience, Department knowledge, and the ERT supervisor's approval.

1808.4 – Equipment

- a) A variety of equipment is available for ERT use. The ERT sergeant or team leader will instruct the team members which equipment will be utilized during a call out. Some examples of equipment available for ERT use are:
 1. Riot Helmet with full face shield
 2. Protective mask with filter
 3. Ballistic/Stab resistant vest
 4. Elbow and knee pads, leg guards
 5. Capture and deflection shields
 6. Batons
 7. Chemical agents
 8. Less lethal systems
 - i. 40 mm multiple shot launcher
 - ii. .30 cal. Sting Ball device
 - iii. Pepper ball system
 - iv. Taser
- b) The watch commander or above may approve the use of additional equipment for specific situations.

1808.5 – Training

- a) All team members, including team leaders, shall train a minimum of twelve hours each year and complete all Department mandated classes in less lethal systems. Training exercises will consist of, but not be limited to, ERT briefings, classes, walk-through demonstrations, video presentations, Power Point presentations, handouts, and practical application scenarios.
- b) Team leader training consists of ERT Team Leader courses, handouts, Power Point presentations, practical application scenarios, armorer's training for less lethal weapon systems, and other relevant training.
- c) Training staff will ensure that each team member is capable of effectively functioning in every position on the team, with the exception of the team leader's position.

1808.6 – Cell Extractions

- a) Emergency extractions occur when the behavior of the inmate(s) constitutes an immediate and serious threat to the safety of that inmate, staff, visitors, other inmates [REDACTED] or to jail security [REDACTED]. [REDACTED] The incident commander, with notification to the facility watch commander as soon as practical, may authorize staff to conduct an immediate extraction.
- b) Calculated extractions occur in situations where an inmate is in an area that can be isolated or controlled. It does not normally involve the immediate threat to life, substantial loss of property, or institutional security [REDACTED]. [REDACTED] The incident commander, with prior notification to the facility watch commander, may authorize staff to conduct a calculated extraction.
 - 1. Staff shall utilize all reasonable efforts and resources to gain an inmate's compliance prior to using an extraction team. If the purpose of the extraction is to recover contraband, potential weapons, or other material, and this can be achieved without using force or creating a security risk, the proposed extraction should not be initiated.
 - 2. If practical, staff will consult with medical staff prior to deployment to determine if the inmate has any medical issues requiring specific precautions, such as allergies, severe asthma, heart condition, pregnancy, etc. The incident commander will request medical staff to respond to the location. Medical staff will stand by in a designated safe area to provide medical care if necessary.

1808.7 – Involuntary Medication

- a) The incident commander, with prior notification to the facility watch commander, may authorize an ERT response to assist Correctional Health Services (CHS) with the administration of medication. The area sergeant will coordinate with CHS and the ERT to form a safe and effective plan to medicate the inmate. Deputies may use reasonable force to control the inmate while CHS administers the medication.

1808.8 – Documentation

- a) All ERT training drills and practical application scenarios conducted inside the secure perimeter of a facility will be documented in the facility 24 hour log and the supervisors' log under "ERT Training".
- b) All ERT activations will be documented in the facility 24 hour log and the supervisors' log under "ERT Activation".

1810 - Group Arrest/Field Booking Team

Group arrests will be processed expeditiously and efficiently to maintain order, safety and the continued smooth operation of the facility

1810.1 Field Booking Team

- a) Requests for a Field Booking Team will be made to the Watch Commander.
- b) Staffing and Assignments
 - 1. It shall be the responsibility of the Incident Commander to direct the Field Booking Station to sites reasonably close to the scene of the disturbance to facilitate the rapid booking of subjects and to provide security from attack by participants in the disturbance. The Incident Commander shall be responsible to provide adequate security for the station while at the scene. It shall be the responsibility of the Incident Commander to assign an Evidence Control Officer who shall locate himself/herself at the field Booking Station to accept, record, and take charge of all evidence, weapons and contraband received from OCSO bookings. The Incident Commander may summon other Department Divisions for assistance as he/she deems necessary. The Incident Commander may be from any law enforcement agency.
 - 2. The Field Booking Station is to be a remote function of Jail Operations and under the command of a Jail Operations Sergeant. The Station shall either be a mobile function moving from place to place at the scene of

a disturbance, or it shall be a fixed position from which arrestees are shuttled by bus to the Central Jail Complex (CJX). The Incident Commander shall designate the type of function it shall perform.

- i. The following personnel shall staff the Field Booking Station:
 - ii. Jail Operations
 - A. [REDACTED] Sergeant
 - B. [REDACTED] Booking Deputies
 - C. [REDACTED] (male) Search Deputies
 - D. [REDACTED] (female) Search Deputies
 - E. [REDACTED] Property Control Deputies
 - F. [REDACTED] Historian/Evidence Control Deputy
 - G. Identification Bureau
 - H. One Photographer
 - iii. Transportation Bureau
 - A. [REDACTED] Bus Drivers (Deputies)
 - B. [REDACTED] Deputy Guard per bus
 - iv. This shall be the minimum staffing for the Booking Station, but the number may increase as needed by the Incident Commander.
3. The Booking Station Sergeant shall be assigned from Jail Operations and placed in charge of the Booking Station. He/she will be responsible to ensure the rapid and accurate processing of all arrested persons at the Station. He/she shall exercise supervision over all other personnel assigned to the Station. The sergeant will remain under the direction of the Watch Commander and will coordinate his/her activities at the Field Booking Station with the Incident Commander at the Command Post.
 4. The Booking Deputy(s) will be assigned by Jail Operations and be responsible to book all arrestees brought to the Station. He/she will verify the arresting officer has completed the Pre-Booking Record with the required information. The Booking Deputy will write the field booking control number on the Pre-Booking Record, leaving room for the regular booking number when the arrestee is transported to the jail.
 5. The Property Control Deputy(s) shall be assigned by Jail Operations and it shall be his/her responsibility to personally record and take charge of all items of personal property from all arrestees. He/she will record all on a property receipt form. One copy is given to the arrestee and the original is placed in the property bag. The receipt will be inside the bag or attached to the outside.
 6. The Searching Deputy(s) shall be assigned by Jail Operations and it shall be his/her responsibility to personally search all arrestees brought to the station and remove all items of personal property, evidence and contraband from their person. All personal property shall be given to the Property Control Deputy. Any items of evidence or contraband found shall be given to the Evidence Control Deputy or returned to the arresting officer.
 7. The Bus Driver shall be assigned by the Transportation Bureau and his/her responsibilities shall be the security of arrestees placed on the bus and the operation of the bus. He/she shall receive any and all booking packages to be delivered to the jail and turn them over to the Receiving Guard Station when he/she transfers custody of the arrestees.
 8. The Guard position will be filled only at the designation of the Incident Commander and only in the event that the Booking Station is a fixed position and all transportation buses shuttle between that point and the jail. It shall be his/her responsibility to act as Security Officer on the Transportation Bus. He/she shall remain with the bus at all times.
 9. The Photographer shall be assigned by the Identification Bureau and he/she shall be responsible to photograph all arrestees together with the arresting officers. The photographer will assign a booking control number.

10. The Transportation Bus Driver (1) will be assigned by the Transportation Supervisors. The driver is responsible for the security of arrestees placed on the bus and the operation of the bus. The driver will receive all booking packages and deliver them to the Uncuff Deputies at the jail along with the arrestees.
11. Replacement Staff
 - i. When the Field Booking Team is dispatched, the Watch Commander will direct the Field Booking Team Sergeant to summon replacements for staff that were assigned to the team.
 - ii. The Watch Commander will authorize necessary overtime.

1810.2 Field Booking Process

- a) The arresting officer will take the arrestee to the Photographer at the station. In the event of a backlog at the Photographer's location, the following procedure will be followed:
 1. At a designated point away from the photographer, the arresting officer shall hold the arrestee, with his/her hands cuffed behind the back, facing away from the Photographer and the Field Booking Station. The arrestee is to be maintained in this position until he/she is taken to the Photographer. This procedure is used to minimize the degree of harassment caused by the arrestees.
- b) When the Photographer receives an arrestee he/she will assign a field booking number and will write the number on a white board which is handed to the arresting officer. The arresting officer will hold it in the photograph with himself/herself and the arrestee.
- c) The arrestee is taken to the Booking Officer who will receive the completed Pre-Booking form. The searching officer will search and remove all property from the arrestee and give it to the Property Control Deputy or the Evidence Control Deputy (depending on the nature of the property). The field booking control number is recorded in the upper right hand corner of the Booking Record. The second copy of the form is given to the arresting officer for his/her report writing purposes. The original is stapled to the Property Receipt and placed with the arrestee's personal property. The property and all paperwork are delivered to the Receiving Guard Station for formal booking.
- d) The Property Control Deputy receives all articles of personal property and records them on a property receipt form. The inmate will be furnished with one copy. All property shall be packaged and attached to the Pre-Booking Record.
- e) Upon completion of the field booking, the prisoner is placed in the bus for transfer to a jail facility.
- f) The arresting officer will give the Evidence Control Deputy any appropriate evidence, weapons and contraband taken from the arrestee.
- g) The Evidence Control Deputy will mark all items received with the field booking control number. Each item will be sufficiently described. All items will remain in the custody of the Evidence Control Deputy until they are properly filed in Property or released to arresting officer(s) or investigator(s) for additional processing.
- h) The arresting officer shall complete the Pre-Booking Record with sufficient detail to enable him/her to write a full and complete report. He/she will retain his/her copy of the Booking Record.
- i) The arresting officer shall return to his/her line assignment after he/she has completed the Pre-Booking Record.
- j) The arrestees will be transported to the CJX for booking. If the Field Booking Station is designated as mobile, the station personnel shall board the bus with all of the equipment and remain with the bus until the Command Post assigns them to a new location. If the station is designated as a fixed location, only the driver and guard shall return with the bus. The remainder of the station personnel shall remain at the scene and continue to process arrestees.

1810.3 Field Booking Equipment – CJX

- a) Field Booking Packet – Stored in the Armory near the Receiving Sally port.
 1. Pre-Booking Record
 2. Plastic Property Bags

3. Zip-lock Property Bags
 4. Two staplers and staples
 5. Property Inventory Forms
 6. Evidence Tags
 7. Pens
 8. Booking Register (Legal Pad)
 9. Snips to cut Flexcuffs
 10. Probable Cause Declarations
- b) Two (2) Folding Tables – Central Men’s Jail (CMJ) Warehouse or Armory
 - c) Six (6) Folding Chairs - CMJ Warehouse or Armory
 - d) Handcuffs
 1. Should be obtained from Sheriff's Transportation in sufficient quantity to handle anticipated bookings.
 - e) Portable Lights
 1. If there is a probability that the Field Booking Unit will be operating after daylight hours, arrangements should be made for portable lighting. County Communications has a large portable unit and Sheriff's Identification trucks have small portable units, however, they have very limited time limits due to small fuel capacities.

1810.4 Intake/Release Center (IRC) Processing

- a) Prior to Receiving Large Groups of Arrestees
 1. The Field Booking Team Sergeant will keep the Operations Sergeant informed of the expected arrival time of the bus(es).
 2. The Operations Sergeant will ensure that the first floor staff is adequate to process the anticipated large number of bookings.
 - i. Replacement for Field Booking Team members should be on duty before the bus(es) arrive.
 - ii. Other IRC staff should be informed to expect the bookings:
 - A. Medical
 - B. Clothing
 - C. Detention Release
 - D. Classification
 - E. Identification
 - F. Records
 - G. Cashier
 - iii. "In progress" bookings may be moved to cells near the Clothing/Shower area pending their completion.
 - iv. The Medical Observation area will be carefully screened to determine compatibility with new, group bookings.
- b) Upon Arrival of a Bus
 1. Normally, new arrestees will be held in cells around the Receiving area until they are prepared to begin the booking process.
 2. When courts are not in session, female arrestees can be placed in female court transfer cells in preparation for the booking process. This will free the Receiving area for male bookings while enabling females to be brought through the corridor to Booking.
 3. When courts are not in session, excess male bookings can be held temporarily in male court transfer cells to keep the Screening/Receiving area free of congestion. This will also allow the bus(es) to empty and return to the incident site.

4. Prowlers, and Uncuff Deputies will take each arrestee's paperwork and property from Receiving. The arrestee will be walked to the telephones, medical screening and Receiving Station similar to processing self-booking/stays.
5. Uncooperative, combative or excessively intoxicated arrestees will be processed as would any other similarly situated inmate.
6. Additional space in the housing units will be coordinated by the Watch Commander.
7. Arrestees medically rejected for booking will be referred to a Transportation Deputy for off-site medical care. Additional Transportation staff may be required.